

Code: 2234

Title: PUBLIC WORKS SUPERVISOR - SENIOR

SUMMARY: Plans and provides administration and management of public works contracts, construction and maintenance activities for a specified department or major division. This classification differs from Public Works Supervisor by its greater span of responsibilities, authority and contract oversight responsibilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, implements and oversees a wide range of Public Works maintenance activities to include construction, maintenance and repair of roads, storm drains, bridges, culverts, sanitary landfills and special projects, such as snow/ice and debris removal;

Interprets and administers approved construction and maintenance plans to implement specialized construction improvements;

Determines work sequence objectives and calculates materials, equipment and manpower usage for assigned projects;

Coordinates contractor construction and maintenance functions with County public works operations;

Prepares detailed reports on status of expenditures, unit productivity and results of quality assurance measures;

Investigates complaints/inquiries from the public and County officials and assigns or resolves same, and monitors for further response, investigation and resolution;

Inspects work in progress for compliance with federal, state and County regulatory requirements, contract provisions and industry standards and directs remedial actions to resolve discrepancies;

Furnishes field use information to division management for development of maintenance equipment requirement and specifications;

Evaluates public works maintenance work methods and makes recommendations for cost-effective improvements;

Monitors and evaluates the effectiveness of vector, odor and corrosion control activities and makes appropriate recommendations;

Compiles technical and operational feasibility data to assist management in the preparation of unit/division and departmental budgets;

Reviews public works objectives and evaluates personnel using established performance criteria;

Directs public works crews during emergencies;

May act as Public Works Manager in their absence.

KNOWLEDGE & SKILLS:

Knowledge of:

- federal and state regulations and policies, County codes and industry standards applicable to area of assignment;
- principles and practices of contract development, planning and administration;
- principles and techniques of supervision and management;
- equipment and materials used in public works repair, construction and maintenance;
- civil engineering design plans, blue prints and specifications used in the construction and maintenance of public works structures, facilities and associated systems;
- civil engineering principles and practices related to public works construction, maintenance and repair;
- principles of inspections, testing, environmental monitoring and handling of hazardous chemicals and materials;
- safety practices applicable to construction and maintenance activities;
- principles of contract compliance, inspection and implementation;
- fiscal forecasting, projecting and budgetary reporting systems;
- report preparation and reporting controls.

Skill in:

- planning, scheduling and directing multiple construction, maintenance and repair operations;
- interpreting and applying combinations of civil engineering plans and practices related to public works construction and maintenance;
- analyzing procurement needs and conducting procurement cost comparisons;
- interpreting and applying provisions of federal and state regulations, County codes and related industry practices to assigned activities;
- interpreting contracts and evaluating contractor performance;
- interpreting blueprints, plans, schematics and engineering drawings;
- supervising and evaluating the activities of public works personnel;
- performing, recording and reporting results of construction inspection, contractor performance and testing;
- analyzing work methods and developing cost-effective improvement;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of supervisory or management experience in public works maintenance, repair or construction and one year of experience in the evaluation of contractor performance in a public works setting.

(A Bachelor's degree from an accredited college or university with a major in an engineering discipline may substitute for three years of the general experience. An Associate's degree from an accredited community college or technical school in environmental technology or an engineering discipline may substitute for two years of the general experience.)

OR:

(2) Two years of experience with Pima County as Public Works Supervisor or three years of experience with Pima County as a Public Works Crew Supervisor and one year of experience in the evaluation of contractor performance in a public works setting.

(Contractor evaluation experience may be concurrent with the stated general experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Some positions may require a valid Arizona commercial driver license (CDL) with appropriate endorsements at time of appointment or prior to end of initial probation. Some positions may require satisfactory completion of a 40-hour OSHA course in hazardous materials management and certification as a Manager of Landfill Operations (MOLO) by the Solid Waste Management Association of North America prior to end of initial/promotional probation. Some positions may require an Arizona Department of Environmental Quality Grade 2 collection system operator certification within one year of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Special Notice Items: Some positions may carry the risk of exposure to infectious diseases, asbestos or wastewater and sewage products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety. Some positions may require the ability to enter and work in confined spaces, which may require the proper wearing of individual safety and protective equipment.

Physical/Sensory Requirements: Some positions require the ability to lift or move equipment weighing from 50 to 100 pounds. Any additional physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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