City of Council Bluffs

Job Description

# Street & Sewer Supervisor

**Department:** Public Works
**Supervisor:** Manager of Streets & Sewers
**Location:** Public Works Operations
**FLSA Status:** Non-Exempt
**Prepared By:** Mallory Davis, Recruiter
**Prepared Date:** April 2021
**Union:** Non-Union
**Pay Grade:** 22

**Summary:** Under the direction of the Manager of Streets & Sewers, supervises the daily activities of personnel within the Streets & Sewer Divisions of Public Works Operations.

**Essential Duties and Responsibilities:**

- Plans, directs, and organizes the daily activities of the Streets & Sewer Divisions of Public Works Operations:
  - Plans and schedules the repair and maintenance of City streets, alley, bridges, sewers, street cleaning, or related areas
  - Inspects public areas and provides input on what projects need to be scheduled
  - Reviews daily progress reports from designated crew leaders to ensure projects are being completed on a timely basis and investigates any delays
  - Sets job priorities and time frames for completion with assigned personnel
  - Determines when additional staff and resources are necessary to complete duties in a timely manner and coordinates needs with others
  - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress including present and potential work problems and suggestions for new or improved ways of addressing such problems
  - Provides input and implements maintenance programs, policies, and procedures to meet goals of the division
  - Coordinates division manpower and equipment to provide a comprehensive program for snow and ice removal
- Maintains appropriate records:
  - Assures division compliance with City reporting procedures
  - Maintains records of work rule infraction, employee counseling, and other personnel actions

    - Maintains complete records of the maintenance activities of the division including computer data input of maintenance programs for the City's Pavement Management Program
    - Maintains records of complaints received concerning operation of the division
    - Prepares reports and/or presentations using computer programs such as Microsoft Office Word and PowerPoint and the EAM Asset Management System
- Assists in administering the activities of the Operations Division:
    - Provides recommendations, both orally and in writing, in assigned area of authority and expertise
    - Serve as an active member of departmental and City-wide management staff teams created to deal with specific problem issues
    - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
    - Coordinates division activities with other divisions and departments of the City
    - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas
- Deals with the public and other agencies:
    - Handles public complaints and inquiries on an individual basis
    - Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, and timelines for construction, maintenance, and repair projects
    - Coordinates activities of the division with other agencies
- Makes budget recommendations and monitors applicable budget
- Regular and predictable attendance is required
- Other duties as assigned

**Supervisory Responsibilities:**

Directly supervises the employees within Public Works Operations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High School Diploma or General Education Degree (GED)
- Five (5) years' work experience in an area related to street or sewer maintenance
- Two (2) years of supervisory experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- Valid Class A Commercial Driver's License with Tanker Endorsement

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to ninety (90) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in heavy traffic.

**Other Skills and Abilities:**

- Considerable knowledge of methods, materials, and techniques used in roadway and/or sewer maintenance
- Demonstrated ability to plan, schedule, assign, and supervise the work of others
- Ability to communicate effectively both orally and in writing
- Ability to maintain effective working relations with supervisors, subordinates, and the general public
- Knowledge and understanding of basic safety principles from the division and Occupational Safety and Health Administration (OSHA)
- Thorough knowledge of traffic hazards and traffic safety principles, practices, and procedures