

Public Works General Supervisor

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible supervisory work involving the planning, organization and direction of large field operations through subordinate supervisors. Positions in this class are responsible for supervising: 1) the operation and maintenance of the City's water distribution system; 2) the day-to-day operations of the Fleet Services Division; 3) Streets field operations on the East or West sides of Madison; or 4) other comparable field operations. The work is characterized by the exercise of independent judgment and discretion in supervising the activities of large numbers of workers with varied skill levels. Under general supervision, positions at this level report to a Division Head or Operations Manager and are normally part of the management team.

Examples of Duties and Responsibilities:

Manage and coordinate daily operations of assigned organizational units and staff. Establish work priorities and standards and coordinate overall scheduling and allocation of resources. Review project results and determine effectiveness of work procedures, assignments and schedules.

Recommend and implement new procedures, policies and standards for better utilization of equipment and employees. Review safety procedures and implement changes as necessary. Oversee the development and implementation of safety training.

Perform long and short range planning. Prepare budgetary requests and justification. Represent the unit before public and administrative boards, as necessary. Participate in the general development and implementation of overall agency policies, procedures, and operating practices for the agency.

Hire, train, assign, evaluate and discipline assigned workers, both directly and through subordinate supervisors. Respond or assist subordinate supervisors in responding to employee grievances and concerns.

Respond to and investigate complaints by the public or internal customers regarding the workforce.

Perform related work as required.

Water Utility

Direct the operation and maintenance of the water distribution system to ensure a potable, sufficient and reliable water supply to the public and for fire protection.

Supervise the installation and repair of water main extensions, replacement mains, valves, water service laterals, curb stop boxes, fire hydrants, manholes, and

replacement of lead services. Supervise ditch repair, reseeding of terraces, temporary and permanent street repair, and replacement of curbs, sidewalks and driveway aprons.

Coordinate the work of the section with other Water Utility sections, City departments and contractors. Authorize purchases and maintain an adequate inventory of all materials for section activities. Oversee the distribution system preventive maintenance program.

Prepare time and material estimates. Estimate costs for property owners and contractors for installation of water services, lowering of water mains, installation of new hydrants and moving hydrants. Respond to inquiries from the general public and contractors regarding Water Utility policies and procedures and interpret Public Service Commission rules and regulations.

Supervise the staff responsible for the location of underground water distribution and utility systems (through Diggers Hotline) for contractors, other utilities and property owners.

Streets (East or West)

Manage field operations relating to street cleaning, solid waste collection and disposal, street repair, snow and ice removal and control, weed control and stump removal. Manage and coordinate activities of private contractors hired by the Street Division.

Manage related office staff and functions. Coordinate field records and cost data information. Requisition materials and supplies as needed. Manage the utilization and maintenance of vehicles, facilities and stores inventory.

Directly supervise field operations and/or respond to emergencies as necessary.

Fleet Services

Direct the day-to-day activities of the Fleet Services Division through subordinate supervisors. Manage and coordinate the operations of satellite garages.

Prepare specifications for the purchase of vehicles, equipment and supplies.

Manage related office staff and functions. Control budget expenditures. Manage the utilization and maintenance of vehicles, facilities and stores inventory.

Engineering

Manage the Madison Infrastructure Training – Engineering (MI-TE) Program

Manage the Sewer and Stormwater Utilities locating and marking program; survey (as-builts, pond depths); dry weather inspections as part of Illicit Discharge Detection & Enforcement program; utility fleet management; safety program; inventory control and management.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three (3) years of supervisory experience involving the supervision of unskilled, semi-skilled and skilled labor and equipment operations in areas directly related to the duties of the position similar to that gained as a Public Works General Foreperson. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, or a related field. Four (4) additional years of related advanced level maintenance, or directly related leadership experience over public works maintenance crews supplemented by post-high school coursework in maintenance/repair activities may be substituted for the degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, techniques, methods, equipment, tools and materials commonly used in the area of responsibility. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of the staffing requirements and efficient utilization of equipment and staff resources. Thorough knowledge of the safety hazards of the work and methods of promoting a safe work environment. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of budgeting and program administration principles and practices. Ability to manage a large staff of skilled and semi-skilled workers. Ability to hire, train, assign, evaluate and discipline employees. Ability to plan, supervise and inspect the work of subordinate supervisors and employees and maintain effective employee relations. Ability to respond to and adjust employee grievances and perform other union contract administration activities. Ability to coordinate resources in normal and emergency situations to obtain desired results. Ability to develop budgetary requests and control budget expenditures. Ability to represent the agency or work unit to the public and before administrative review boards. Ability to develop and implement operational policies, procedures, general practices and work standards. Ability to prepare necessary reports and to maintain records and inventories as required. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working and public relationships. Ability to operate a motor vehicle. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a Wisconsin Drivers' license or ability to meet the transportation requirements of the position.

Commercial Driving License (CDL) requirements, if any, will be established on a position basis.

Physical Requirements:

This position requires work outdoors in all types of weather. The incumbent will be expected to physically visit sites throughout the City in order to effectively supervise staff.

Department/Division	Comp. Group	Range
Engineering	18	10

Approved: _____
Erin Hillson
Human Services Director

Date