

**VILLAGE OF WINNECONNE
POSITION DESCRIPTION**

Job Title: Public Works Field Supervisor
Department: Department of Public Works
Appointing Authority: Public Works Director
Supervisor: Public Works Director
FLSA Status: Hourly, Non-Exempt
Wage Range: \$21.00-\$23.50 DOQ
Date Approved: Sep 20, 2016

Summary of Duties:

Under the general supervision from Director of Public Works (DPW), supervises a specific field of work such as streets, water/sewer, facilities, and parks maintenance.; all other related work as required.

***NOTE:** The listing of this position as assigned to the Water, Sewer, Streets, Storm Water, and Parks Division does not mean the employee only performs duties within a particular Division. Each employee is required to perform all duties assigned, regardless of whether these duties are listed on this Job Description or not.*

Supervision Received:

Works under the general supervision of a DPW performing skilled work and supervisory functions requiring limited independent judgment and initiative; refers non-routine matters to the DPW.

Supervision Exercised:

Directly supervises regular, seasonal and temporary full-time and part-time DPW labor personnel; directs assigned work crew utilizing available equipment and materials. May review the work of contracted services.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Work Environment

- Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

- Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks, a variety of CDL vehicles.
- Has frequent contact with other Village personnel; has occasional contact with contractors, residents and the general public; interactions require courtesy and tact.

Essential Duties and Responsibilities:

- Under the direction of a DPW plans work; assigns workers to a crew; supervises a work crew; directs workers on the job; assigns equipment; makes routine job site decisions; adjusts assignments to meet overall operational needs; reviews work assignments for completion and accuracy.
- Prioritizes work on the job sites; monitors work process; ensure work efforts are focused on the assigned job; reviews work zone safety set-ups and ensures work zone safety protocols.
- Makes recommendations on projects; assists in the planning and layout of work; may research material cost figures for anticipated work; may estimate labor costs for in-house projects.
- Maintains daily records on progress, assignments, materials and schedules; accurately maintains related work records; writes reports as required.
- Trains and instructs workers in proper and safe work procedures and safe equipment operation; ensures proper use of vehicles and equipment.
- Operates vehicles and equipment engaged in DPW construction and maintenance work, as well as snow & ice and emergency operations.
- Ensures vehicles, equipment and tools are utilized properly; follows prescribed preventative and operational maintenance procedures; reports vehicle and equipment problems to mechanics or DPW.
- Performs work consistent with the assignments of other individuals assigned to the work crew.
- Must be available to be on an On call status.
- Is expected to make every effort to work overtime during emergencies, storm and adverse weather conditions.
- May perform the duties of a lower graded labor position provided that all licensing requirements are satisfied.
- Performs similar or related work as required or as situation dictates.

The duties listed above are ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Minimum Qualifications, Education, and Experience:

Education:

High School Diploma or equivalent.

Experience:

Two (2) years' experience as a leadworker or five (5) years' experience in the construction, maintenance and equipment operation fields, at least two (2) of those years must have been in supervisory capacity, or any equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating maintenance, and procedure manuals.

Ability to communicate orally, in writing, and understand and follow written and oral instructions.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers.

Reasoning Ability:

Ability to establish and maintain effective relationships with employees, supervisors and the general public.

Ability to make independent judgments which have moderate impacts on the organization.

Licenses/Certificates:

Must possess a valid Wisconsin Class A CDL License with N endorsement. MANDATORY. After employment, employees will be required to attend Village sponsored safety, health and job training seminars, i.e.; Personal Protection Equipment, Respiratory Protection, Competent Person, Confined Space Entry, Hazard Communications, First Aid/CPR, or any other course or training required by the Department of Commerce or Village necessary for an employee to safely, skillfully and productively perform their job.

Knowledge, Skills and Abilities:

- Knowledge of general methods, techniques and principals used in constructing and maintaining DPW assets.
- Knowledge of hazard and safety precautions pertaining to departmental operations.
- Considerable knowledge of vehicles, equipment, hand tools and power tools associated with DPW operations.
- Knowledge of materials used in DPW construction and maintenance projects.
- Ability to interpret work orders, supervise and direct the activities of work crews.
- Ability to read, interpret and apply data, drawings and instructions for assigned work.
- Ability to read, understand and implement applicable department regulations, policies and procedures.
- Ability to lead, direct and supervise staff; ability to supervise multiple job tasks under variable conditions.
- Ability to operate a computer for the purpose of data input, retrieval and record keeping.
- Ability to follow directions.

- Ability to work independently and as a crew member.
- Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.
- Ability to utilize all the tools and equipment required for a DPW work crew.
- Ability to perform strenuous physical duties under adverse conditions.
- Ability to follow oral and written instructions.
- Ability to follow safe work practices.
- Strong record keeping skills.
- Good communication, organizational and planning skills.

Tools and Equipment Used:

Transportation vehicles, dump truck, pickup truck, utility truck, street sweeper, skid steer, jetter/inductor truck, front-end loader, street roller, manlift, tamper, plate compactor, saws, pumps, tar kettle, compressors, sanders, generators, stump grinder, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch, brush chipper and hand tools used in the maintenance of vehicles.

Physical Requirements:

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Selection Guidelines:

Formal application, review and rating of education and experience, job related written test, oral interview and a reference check. A practical exam may be required.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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