

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Public Works Supervisor

Class Code Number: 7050

Position Designation: Professional/Mid-Management

Division: Public Works

General Purpose of Position

The purpose of the position of Supervisor is to provide field supervision to Public Works personnel in a professional manner and assist the Superintendent to ensure that the goals and objectives of the Public Works Division are achieved. This position reports to the Public Works Superintendent and supervises Public Works personnel.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

FORMAT

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Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. The City=s infrastructure is maintained to the City=s standards.

- Road repair work assignments are made in an effective manner.
- Road maintenance work is supervised and evaluated.
- The road infrastructure of the City is inspected on a regular basis.
- Snow removal operations are coordinated and supervised.
- Assist in the development of a schedule for regular maintenance on all pump stations.
- Inspections of pump stations are performed on a regular basis.
- Assistance in the planning of sewer development and improvement plan projects is provided.

B. City facilities, parks and the Village area are maintained to the City=s standards.

- Work assignments are given to ensure adequate staffing to maintain City facilities, parks, and the Village area.
- City facilities and parks are inspected on a regular basis.
- The Village area is inspected on a regular basis to ensure that City custodial obligations are being met.

C. City vehicles and equipment are maintained to the City=s standards.

- Assist in the development and administration of the maintenance plan for all City vehicles.
- City vehicles are inspected on a regular basis.
- Subordinates are provided with the resources necessary to maintain City vehicles in proper operating order.

D. The supervisory responsibilities of the Public Works Division are carried out to the City's standards.

- Performance evaluations on members of the Public Works Division are completed in a timely manner.
- Assistance in the monitoring and administration of the division=s budget is provided.
- Proper safety procedures are followed by Public Works personnel.

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Qualifications

Education: A high school diploma or equivalent is required. An Associate degree in public administration, civil engineering, or related field is preferred.

Experience: Five years of increasingly responsible public works experience including three years supervisory experience is required.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires knowledge of the principles of street, drainage, and wastewater system maintenance programs. A thorough knowledge of federal, state, and local regulations relating to the field of public works is required.

The individual should be able to exercise sound judgment, able to plan effectively, excellent organizational skills, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet.

Physical Requirements

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The employee must be physically able to bend, stoop, climb, and reach. This position requires the employee to operate hand tools, power tools, and motor vehicles.

Tools

This position requires the routine operation of a motor vehicle. Occasional operation of heavy equipment, farm equipment, and hand tools may be required.

Work Environment

This position requires working both indoors and outdoors. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise.