



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: Public Works Supervisor		GRADE: 5
DEPARTMENT: Public Works	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY:		
_____		_____
City Manager		Date
_____		_____
Human Resources		Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

The person in this position oversees, supervises, schedules and coordinates the activities of all Maintenance, Streets, Parks and Recreation workers, department contractors, student interns, community service volunteers and unskilled workers as assigned.

SUPERVISION AND GUIDELINES:

Work is performed at senior management direction, with considerable latitude for independent decision-making. Reports directly to the Director of Public Works.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Supervises, schedules, develops and motivates staff in all areas including parks, recreation, streets, building maintenance within the Public Works Department; assists with planning, organizing, leading and coordination for the effectiveness and efficiency of assignments by monitoring various department budgets to ensure that purchases are made within budget guidelines and conform to acceptable purchasing policies and procedures; ensures adherence to safety work rules and regulations.

Parks/Recreation/Maintenance:

Supervises and performs duties which involves effective planning, to maintain and groom recreational grounds, including mowing, weeding, pruning trees and shrubs, watering and other duties related to maintain recreational grounds; assist on the maintenance of the city

equipment used to maintain recreational buildings, grounds and facilities; operates heavy equipment, light construction; cleans and maintains the inside of all city recreational buildings; participates in short and long term planning of future parks and recreational grounds and facilities; assist in part construction and rehabilitation projects; oversees and review the care of athletic fields, playgrounds, and public grounds and trails and performs related duties or requests by the Director of Public Works.

Streets:

Supervises the maintenance of streets within the city. Performs duties to ensure that assigned streets tools, and equipment is maintained, serviced, inspected and washed as necessary for proper maintenance and good appearance; operates heavy equipment, city maintenance vehicles, and street sweeping equipment; cleans and maintains roads, curb, sidewalks and drainage facilities; Oversee and review the care of streets, street infrastructures such as light poles, traffic control devices and drainage facilities; maintains a stock inventory of streets, signs and maintenance supplies as necessary; responds to citizen complaints related to the street maintenance and street signage and performs related duties or requests by the Director of Public Works.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Thorough knowledge and experience in the operation and serving of heavy equipment; of traffic laws, ordinances and regulations involved in equipment operation and of the occupational hazards involved and the safety precautions necessary in equipment operation.
2. Thorough knowledge of occupational hazards and safety procedures in the performance of duties related to the street maintenance.
3. Knowledge of principals of street maintenance.
4. Knowledge of traffic control signage.
5. Knowledge of principals of building, facility and equipment maintenance and management.
6. Some knowledge of pavement and concrete material as well as drainage structures.
7. Ability to lift 50 lbs. or more. Ability to operate heavy equipment, such as a backhoe, blade, and street sweeper is strongly desired.
8. Knowledge of park planning principals, practices, and techniques.
9. Knowledge of grounds, facility and equipment maintenance.
10. Knowledge of irrigation systems and turf and tree management methods and techniques.
11. Ability to establish effective working relationships with associates and the public; to understand and follow oral and written instructions; observe safety precautions.
12. Ability to establish and maintain effective working relationships with coworkers, officials, other departments, and general public. Must have demonstrated supervisory experience and a thorough knowledge of the work performed and the necessary level skills and ability to supervise employees and direct their work.
13. Skilled in oral and written communication to prepare and present reports to department, City Council and others.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. High school diploma or certificate of successful completion of the General Education Development (GED) test. Preferably an associate degree in management, supervision or having taken related courses.
2. Two years supervisory experience in the area of streets, parks, maintenance, construction, or closely related area. In addition to, having the ability to perform a variety of maintenance and repair assignments.

LICENSE AND CERTIFICATES

Valid Driver's License

ENVIRONMENT AND PHYSICAL FACTORS:

Work is primarily outside, sometimes in inclement weather when supervising and inspecting facilities and operations. Subject to callback for emergencies. Irregular working hours may be required. Daily driving in city traffic. May be required to attend special schools at the direction of the Director of Public Works.

