

## **CITY OF BLUFF CITY JOB DESCRIPTION**

### **GENERAL SUPERVISOR**

#### **DEFINITION**

This employee is responsible for the day to day operations of the streets, water, sewer, and garage departments. Duties also include executing a variety of construction and maintenance tasks under the general supervision of the mayor or Public Works Director.

Independent judgement is occasionally used according to the situation, and different courses of action must be taken to complete tasks.

#### **EQUIPMENT/JOB LOCATION**

The employee will operate a light duty vehicle, mobile radios, heavy equipment a variety of hand tools and light equipment, and occasionally computers and modern office equipment.

The employee supervises public works operations throughout the city.

The work must be performed in all kinds of weather conditions.

The employee is exposed to tobacco smoke and dangers related to operations of a variety of different types of equipment and tools.

#### **ESSENTIAL FUNCTIONS OF THE JOB**

Supervises and coordinates the day to day activities of public works operations.

Supervises contract construction.

Plans and directs activities of the departments.

Keeps records and prepares reports including personnel reports.

Must react quickly and calmly in emergency situations and determine proper course of action.

Must deal effectively with citizen complaints.

Ability to explain and interpret regulations and ordinances to the public and employees.

Must be able to maintain an effective working relationship with employees and the general public.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Inspects equipment.

Responsible for training new employees.

Makes recommendations for new projects, initiatives, or programs which may improve operations or services.

Responsible for maintaining a safe working environment.

Makes recommendations regarding hiring and discipline of personnel.

Makes recommendations for items to be included in the budget and assists with development of the budget.

Performs other duties as required.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of personnel policies and procedures.  
Knowledge of construction and maintenance principals.  
Knowledge of the materials and equipment used in general maintenance and construction work.  
Knowledge of occupational hazards and safety precautions.  
Knowledge of the principals and methods of supervision.  
Ability to plan and supervise the work of subordinates.  
Ability to use necessary tools and equipment in performance of tasks.  
Ability to evaluate situations and make decisions.  
Ability to express ideas clearly, concisely, and convincingly.  
Ability to keep records and make reports.

### **QUALIFICATIONS**

High school graduation - some technical school or college training preferred.  
Must pass drug screen.  
Must have supervisory experience.  
Must have considerable experience in construction, maintenance, and equipment operation - experience in the maintenance of streets, parks, and operation of water and sewer utilities and related fields is preferred.