

ORGANIZATION:	City of Sherwood	DATE:	2008
LOCATION:	Sherwood, Oregon		
DEPARTMENT:	Public Works / Operations		
FLSA STATUS:	Exempt		
JOB TITLE:	Public Works Operations Supervisor – Pay Group C		

PURPOSE OF POSITION:

Supervise assigned section of the Operations Division that is responsible for the operation and maintenance of the city's infrastructure including parks and streets or facilities and fleet. Perform a variety of technical tasks relative to the assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS:

Coordinate operations and activities of assigned operations section. Recommend improvements or modifications, maintain records, prepare reports on operations and activities; write work orders and process purchase orders.

Prepare, recommend and implement section budget; monitor and control expenditures. Schedule, plan, and implement preventive maintenance schedules assigned section of responsibility. Diagnose problems and perform repair and maintenance as needed.

Oversee contracts and contractors performing infrastructure maintenance. Seek bids, contact vendors, make recommendation on contractors, and evaluate costs. Order parts and schedule work to be contracted out. Review work performance of outside contractors to ensure compliance with contractual responsibilities.

Evaluate status of parks, streets, facilities, and/or fleet; make routine checks and inspections and schedule repairs as needed. Schedule, perform or oversee performance of regularly scheduled maintenance of City streets, parks, open spaces, facilities and PW fleet as assigned.

Prepare and monitor work plans, timelines, schedule, and resource allocations to ensure timely completion of maintenance and repair activities. Coordinates work and schedules with other City departments.

May respond to public inquiries regarding operation and maintenance of the City's infrastructure. Coordinate with other jurisdictions and departments to successfully implement operations and maintenance work programs and other aspects of infrastructure maintenance.

Provide input to Managers regarding the maintainability of new infrastructure that is under design and construction.

Maintain cooperative working relationships with City staff, other organizations and the general public.

This position may perform other duties as assigned. Follow all safety rules and procedures for work areas.

Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

AUXILIARY JOB FUNCTIONS:

Assist the Public Works Department and other City departments with special projects as assigned. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Thorough knowledge of assigned area of responsibility: including streets and parks operations and maintenance, fleet and facilities maintenance; including construction methods, materials, and maintenance procedures. Considerable knowledge of the federal, state, and regional guidelines and rules related to the maintenance of the City's infrastructure. Thorough knowledge of the occupational hazards and safety procedures appropriate for infrastructure maintenance activities. Knowledge of computer word processing and spreadsheet programs. Equivalent to high school supplemented by additional training and five years of related experience, including two years of project management or lead worker responsibilities, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of or ability to obtain a Class B Commercial drivers license with tank endorsement at time of appointment. Current CPR/First Aid card, Work Zone Traffic Safety certification, and Fork Lift certification. Depending on area of assignment, may require possession of any or all of the following certifications; Confined Space Entry, Level II Wastewater Collection, Hazardous Material certification, Playground Inspection certification and Public Pesticide Applicators license.

DESIRABLE REQUIREMENTS: Previous experience within the City of Sherwood Public Works Department. Possession of higher- level certifications than those required. Depending on area of assignment: State of Oregon Limited Electrical License, DEQ Emissions Certificate, DEQ/EPA Refrigerant Certificate, and HVAC Technician.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. Manual dexterity and coordination are required over 50% of the work period while using maintenance tools and equipment and operating standard office equipment such as computer, calculator, etc.

WORKING CONDITIONS:

Work is performed in a wide variety of environments including office, shop, and outside weather conditions, and may be exposed to fumes, oils, and chemicals. Position performs 24-hour emergency duties and may be subject to call-out after normal hours, and may be included in pager duty rotation for 1-week periods. Entry to confined spaces is required on an infrequent basis.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising 1 to 12 FTE depending on area of assignment. Oversee contracts and programs as needed. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the general direction of the Public Works Director.