



OPERATIONS SUPERVISOR

JOB DESCRIPTION

Department: Public Works	Division: Operations
Work Location: Urbana Public Works	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Exempt
Reports To: Deputy Director for PW Operations	Union: Non-Union

JOB SUMMARY

Responsible for effectively supervising full-time, part time and seasonal workers, organizing work sites, purchasing materials for jobs, and maintaining inventories and equipment.

The supervisor assigned to the Pavement section will be responsible for supervising staff in the checking, repair, and maintenance of City streets, curbs, gutters, sidewalks, accessible ramps, and equipment; identifying and repairing problems in said systems, and participating in planning and coordinating construction projects, snow removal and special events.

The supervisor assigned to the Sewers & Signs section will be responsible for supervising staff in the checking, repair, and maintenance of City sanitary sewer, storm sewer and storm water drainage systems and equipment; identifying and repairing problems in said systems; participating in planning and coordinating sewer and sign projects, snow removal and special events.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Utilizes computerized work management program to develop and assign work orders and short/long term work plans for various public infrastructure; maintains records of work performed.
- Supervises full-time staff and seasonal workers; assigns, plans and checks work; trains as required; evaluates employee performance; recommends hires and discharges; recommends pay increases, promotions, and transfers; responsible for initiating disciplinary actions.
- Sets daily and weekly work plans for the respective section employees; coordinates with other Operations Supervisors, the Deputy Director for PW Operations, and other divisions and departments.

- Organizes work projects and assigns employees, equipment, and materials; orients staff to project, work sites, and daily work plans.
- Inspects future work areas and lays out actual work sites.
- Calculates equipment, materials, and labor cost for each job completed utilizing departmental forms and receipts; signs and transfers to the Deputy Director for PW Operations.
- Responds to emergency call backs after normal working hours.
- Responds to and assists in the resolution of citizen concerns.
- Facilitates purchasing and procurement processes in accordance with City policies for materials and services necessary to complete infrastructure maintenance work.
- Reviews and documents all job related injuries and accidents for assigned staff.
- Participates in annual and quarterly Public Works project planning and coordinating at the departmental and divisional levels.
- Reviews weekly equipment maintenance logs (vehicle check list) to ensure appropriate maintenance is performed and recorded.
- Reviews and approvals of annual community and special event permits.
- Trains employees in proper traffic control and chemical safety techniques.
- Assists with development of annual operating budget and maintains responsibility for effective management of funds as assigned.
- Performs other related duties as assigned.

In addition, the supervisor assigned to the Pavement section will be responsible for:

- Repairing asphalt streets and alleys by asphalt patching, crack sealing, spray patching and grading.
- Repairing concrete streets and sidewalks.
- Excavating ditch lines and streets using end-loader, backhoe, and motor-grader.
- Hauling and dumping trash; grinding stumps using wood chipper; picking up leaves using dump truck.
- Mowing grass using hand and riding lawn movers, bush hog and edger.
- Organizing and supervising leaf removal on City streets.
- Assisting concrete crew in all phases of project work as required.
- Removing, setting forms, pouring, and finishing concrete for street, sidewalks, curbs, gutters, and ADA ramps.
- Repairing brick sidewalks.
- Supervising the installation and maintenance of traffic control necessary to complete infrastructure maintenance work safely in accordance with City standards

In addition, the supervisor assigned to the Sewers & Signs section will be responsible for:

- Assisting sewer personnel in all phases of project work required.
- Sweeping City streets using mechanical street sweeper.
- Supervising the installation of traffic control devices and lane markings according to the Manual on Uniform Traffic Control Devices (MUTCD) Standards.
- Repairing storm and sanitary sewer pipes and manholes.
- Checking and cleaning sewers; televising sanitary sewers and storm sewers.
- Organizing and supervising routine debris removal from storm and sanitary sewers.
- Inspecting sanitary and storm sewer systems in response to routine citizen reports of problems.

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

JOB REQUIREMENTS

GENERAL

- Knowledge and skills typically acquired through graduation from high school or equivalent.
- Five (5) years of work experience in a Public Works construction-related field and two (2) years of supervisory experience in a Public Works construction-related field.
- Knowledge of standard practices, materials, tools, and equipment used in Public Works construction (including concrete saw, hand-saws, basic hand tools, levels, asphalt rigs, floats, hand-floats, skill saws, hand-sprayers, hand-held radios, calculators, computers, and such heavy equipment as end-loaders, back-hoes, dump trucks, sweepers, rollers, tile probes, air compressors, chipping hammers, tile cutters, sewer ventilators, air monitors, trenching and shoring equipment, plate compactors, air hammers, vactors, sewer televising unit, motor-graders, tar pots, oil distributors, snow removal equipment, paint machines, grinders, and heat machines) and general public works maintenance and repair.
- Knowledge of federal, state, and City Public Works construction and safety regulations.
- Ability to effectively supervise others and enforce practices and procedures to ensure effective long-term maintenance and repair of public infrastructure.
- Knowledge of industry construction standards like Standard Specifications for Water and Sewer Construction in Illinois, Illinois Department of Transportation Standards for Road and Bridge Construction, , and the Manual on Uniform Traffic Control Devices (MUTCD)
- Skilled in the safe use and care of equipment and tools.
- Knowledge of basic algebra and accounting.
- Proficiency in Microsoft Office programs, including Word, Excel, and Access.
- Ability to learn new computer software and technology as required.

PAVEMENT SECTION PREFERRED QUALIFICATIONS

- Substantial prior on-the-job experience in any of the categories of concrete construction or repair, asphalt construction or repair, and/or construction or repair involving other pavement types where the work performed was the primary occupation of the applicant.
- Knowledge of occupational hazards and safety precautions necessary regarding the construction trade and City and State codes regarding Public Works construction regulations.

SEWERS & SIGNS PREFERRED QUALIFICATIONS

- Substantial prior on-the-job experience in any of the categories of sewer construction or repair, sewer cleaning and televising, traffic control devices and pavement marking installation and maintenance and street sweeping methods and or procedures where the work performed was the primary occupation of the applicant.
- Knowledge of occupational hazards and safety precautions necessary regarding the construction trade and the maintenance, repair, and installation of sanitary and storm sewer systems.

RESPONSIBLE FOR:

- Directly supervising Equipment Operators, Maintenance Workers, and seasonal employees.
- Ensuring that work performed and materials used by the supervised employees comply with safety and construction standards and codes accepted by the City.
- Proper maintenance of equipment used.

CONTACTS: INTERNAL/EXTERNAL

- Frequent contact with general public, other public works departments, and other City departments.
- Regular contact with manufacturers and local suppliers to discuss and purchase materials for construction projects.
- Occasional contact with other private or government safety organizations.
- Contact occurs with vendors, utilities, contractors, other municipalities and organizations, and the public.

WORK ENVIRONMENT

- Works in an office environment approximately 40 percent of the time.
- Works out-of-doors year round and is potentially exposed to inclement weather.
- Works in and around heavy equipment and the dangers of power tools.
- Exposed to the possible dangers of traffic.
- May be exposed to chemicals, some of which may be toxic or hazardous.

- Works underground and in confined spaces.
- Works on ladders.
- Works around sewer gas and fumes (more frequent exposure if assigned to the Sewers & Signs section).

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL EFFORT REQUIRED:

- Works with confidential files.
- Must be able to safely lift objects weighing 50 pounds.
- Must possess Traffic Safety Certification from the International Municipal Signal Association (IMSA) within one year of employment (Sewers & Signs section).
- Must possess and maintain a valid Illinois Pesticide Applicator's License or be able to obtain one within one year.
- Must possess and maintain a current State of Illinois Class B commercial driver's license with air brake endorsement and to safely operate all City vehicles.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The 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.

Class Specification History

General revision: 12/07/2011

General revision: 08/31/2022

For HR/Finance Use

Title Code 085	Pay Grade
EEO Category 3-Technicians	