

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: OPERATIONS SUPERVISOR-STREETS

General Function:

Supervises the vehicle and street maintenance sections and provides work assignments to street crews in the construction and maintenance of all City street facilities, sidewalks, bikeways. Position oversees the City's street and transportation network to ensure that operation and maintenance is high quality, responsive, and provided at a reasonable cost. Performs related work as required.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with fellow employees and with persons outside the City organization.
3. Receives work assignments from the Director of Public Works or Designee. Supervises and works with crew to perform the construction, maintenance, repair and or placement of streets, sidewalks, bike paths and drainage systems.
4. Directs the vehicle maintenance staff in the maintenance and repairs of all types of City vehicles.
5. Prepares work assignments within established departmental goals, objectives and work plans. Assists Director of Public Works or Designee in the development of divisional goals, objectives and work plans.
6. Provides construction support services.
7. Distributes work assignments to street and vehicle maintenance crews.
8. May assist Director of Public Works or Designee in developing the annual street division budget as requested. Is responsible for monitoring budgetary

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expenditures and ensures that expenditures are within the established budget.

9. Oversees the ordering and purchasing of parts, tools, and supplies. Maintains stock inventory.
10. Operates, at various times, and maintains a variety of light, moderate and heavy equipment.
11. Participates in the evaluation of work performance and assignments of assigned staff. Is responsible for street crew training and development.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or completion of the equivalent GED Certificate. Minimum five (5) years of progressively responsible experience in street construction and maintenance and preferred experience overseeing the repair, modification, maintenance and adjustment of light and heavy equipment and vehicles. Requires a minimum of two (2) years experience in a supervisory capacity.

b) Training:

- i) Must have knowledge of municipal operation and skill in dealing with citizens. Specialized skill requirements include heavy equipment operation, i.e. backhoes, dump truck, etc., experience in hydraulics and working with plans, specifications and blue prints.
- ii) Requires ODOT Flaggers training, OSHA Competent Persons Training and Right-of-Way, Herbicide Applicator's license within 12 months of employment. Must have a valid Oregon Class I Commercial Driver's license (CDL) at time of appointment.

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2) Supervision:

Received: Work is performed highly independently under the direction of the Director of Public Works or Designee given broad policies and assigned activities with work reviewed for effectiveness, results obtained and conformance with established rules and regulations.

Exercised: Directly supervises several street utility workers and the vehicle maintenance crew. Has responsibility for training and assignment of work, disciplining, performance appraisal, making pay adjustment recommendations, and counseling employees.

3) Communication:

Relationships outside the City organization are maintained with contractors on a frequent basis, communicating sometimes complex verbal information regarding new developments, construction and overlay of City streets; construction and maintenance of City surface storm drainage systems; vendors and suppliers of goods; utility companies regarding locates and relations with professional organizations (APWA).

Contact made with other City departments include daily contact with police regarding the status of vehicle repair, maintenance and or modification, engineering regarding construction practices; planning and development of City streets and storm drainage systems; and frequent contact with emergency services regarding traffic control.

Contacts with the City's residents is daily in response to street and storm drainage related citizen requests which could include street maintenance complaints, noxious growth control, sidewalk and bikeway complaints, traffic control, fallen trees and consultation on storm drainage problems.

Is entrusted with confidential or sensitive personnel information, as necessary, relating to the hiring, counseling, performance evaluation, discipline, and termination of street division applicants and/or staff.

4) Cognitive Functions:

Work is governed by all DEQ, EPA, OSHA, Federal, State, County, and City rules and regulations and ordinances governing street systems. Personnel Policy and union contracts govern supervisory responsibilities.

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Develops procedures, systems and methodologies to incorporate new requirements governing public transportation.

Errors could result in property damage, loss of ability to transport people, goods, services, unsafe traffic control systems and street closures. Federal transportation systems, ODOT, APWA manuals plus past experience and discussions with staff from other jurisdictions provide precedent for most problems.

Decisions most often made in the course of work includes prioritizing work to deal with emergencies and on-going maintenance and the operation of systems needed to safely run the transportation system.

5) Working Conditions:

Adverse working conditions include work in inclement weather, especially during emergency winter conditions, i.e. sanding and plowing, freezing conditions, etc.

On a regular basis physical risks exposed to include the handling of chemicals/herbicides, working in traffic, adverse weather and in areas where construction machinery is operated.

Has normal business hours, however, it is the supervisor's responsibility to respond or assign a designee to respond to after hours calls relating to problems with street and storm system.

6) Resource Accountability:

Accountable for the day-to-day direction of all equipment, inventory and structures of the street division.

Records maintained include records of all traffic control devices, herbicides and expenditures.

Can commit City resources up to \$10,000 per month in conjunction with established policies and procedures. Has responsibility for directing the City's resources assigned in the street division budget for personnel, equipment, or materials.

The job classification 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.