



Town of Elsmere

Job Description

Public Works Supervisor

Pay Grade	FLSA Status	Last Reviewed
19	Non- Exempt	February 2008

POSITION OVERVIEW:

This position is responsible for supervising the personnel assigned to the department in the carrying out of their daily task, making policy recommendations coordinating with the Town Manager, meeting with officials or those from other jurisdictions. The supervisor is involved in planning for the future needs of the department, developing and overseeing long-range planning and special projects. The supervisor insures the readiness of the department and related material and equipment. Work is performed under the general direction of the Town Manager and performance is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Must meet the requirements of a Crew Chief.
- Implements programs, policies and procedures assigned to the department and as a team member in broad program areas;
- Plans, organizes and directs the activities of staff involved in all aspects of the Public Works Department;
- Exercises general supervision over staff;
- Plans for existing and future equipment and facility needs;
- Manages, and monitors fiscal management controls;
- Analyzes costs and production data to increase the cost effectiveness of operations;
- Prepares and submits to the Town Manager an annual operating and capital budget, estimates and prepares cost estimates on a variety of projects;
- Reviews various operations and formulates proposals for contract services;
- Consults with the Town Manager on contract administration duties, including negotiating and recommending contract terms, evaluating performance, and ensuring compliance to warranty and contract agreements;
- Prepares comprehensive management reports;
- Monitors legislation and suggest policies and programs to ensure compliance with federal, state, county and local laws and regulations regarding Public Works activities and duties;

- Participates and leads various interdepartmental project groups, special projects and task forces;
- Researches and responds to questions or problems raised by the Mayor and Council and Town Manager, other Town departments, outside agencies, and the public;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and problems of public administration;
- Municipal finance, budgeting, contract compliance;
- Principles and practices of supervision, personnel administration and leadership skills;
- Federal, state, and local laws and regulations pertaining to the Town and Public Works Department operations.

Ability to:

- Perform a broad range of supervisory responsibilities over others;
- Evaluate technical information and statutes and arrive at valid recommendations based on the data;
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting;
- Work cooperatively with others;
- Produce non-technical written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar;
- Comprehend and make inferences from materials written in the English language;
- Provide leadership in implementing Town and department policies and programs.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Must be proficient in the use of computer software programs such as Microsoft, Word, Excel and Outlook.
- Must pass a pre-employment criminal background check, alcohol and drug screening, driving record check.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of responsible experience in public works operations or administration, including three years in a supervisory and administrative capacity, Other combinations of experience and education that meet the minimum requirements may be substituted. Possession of a State of Delaware CDL Drivers License.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, distinguishing smells and repetitive motions;
- Must be able to perform medium work exerting up to 75 pounds of force occasionally; and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, work with accounting data, operate a computer, use measurement devices.