

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Operations Supervisor</u>
Sch/Grade	<u>PAT-11</u>
Class Code	<u>BH17 (Assignment to Streets)</u>
	<u>BH18 (Assignment to Public Grounds)</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group:	<u>Streets assignment -Engineering</u>
	<u>Public Grounds assignment – Horticulture</u>

PRIMARY PURPOSE:

Plans, organizes, directs, and coordinates the activities and functions of an assigned program operations area within the Streets Maintenance Division of the Department of Public Works. Program operations areas include public grounds or street/waterway maintenance activities.

SUPERVISION:

Under general supervision of the Superintendent of Streets. Position is responsible for directly and indirectly supervising employees and operations in assigned program area as assigned by the Superintendent of Streets. Position may also serve as the acting division head of the Street Maintenance Division in the absence of the Superintendent of Streets.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates, and schedules the work of employees in an assigned program operations area of the Streets Maintenance Division. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
2. Plans projects and provides technical expertise regarding assigned operations and Public Works services provided by the Streets Maintenance Division.
3. Prepares specifications for materials, supplies, equipment, and contractual services as needed for the above programs.
4. Develops, makes recommendations, and implements long and short range planning regarding the above programs including preparing plans, performing on-site evaluations, and design assistance.
5. Inspects and assesses public facilities and property to maintain quality and implements appropriate methods to address facility needs.
6. Enforces City ordinances applicable to the above programs.
7. Represents the Public Works Department in dealing with the public and governmental agencies on issues related to the above programs. Coordinates and confers with other City staff, other governmental units, outside agencies, citizens, vendors, and contractors on matters of joint concern related to the Divisions of General Services and/or Streets.
8. Responsible for budget development and utilization within assigned operations.
9. Travels throughout the city making inspections, visiting work sites, and conducting evaluations of assigned field operations.
10. Responsible for the development and implementation of policies related to assign area.
11. Coordinates necessary written and verbal reports as well as a variety of correspondence.
12. Reads, interprets, and analyzes a variety of data and information regarding assigned operations and performance.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops and other training for professional development purposes.
2. Utilizes necessary computer applications such as databases, spreadsheets, word processing and specific software applications related to assigned work area.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge:

Principles, methods, standards, equipment and procedures related to comprehensive management for one or more of the following areas: public grounds and/or street/waterways maintenance. Familiar with modern management techniques, work zone traffic control, and safety principles.

Abilities:

Effectively plan, organize, and supervise the employees and activities within the assigned program operations area of the Street Maintenance Division of Public Works. Utilizes sound, independent judgment and makes responsible decisions and recommendations; follow oral and written instructions; communicate effectively both verbally and in writing including preparing reports and making presentations as necessary; deal effectively and courteously with supervisors, co-workers, contractors, vendors, developers, builders, outside agencies and the general public; present an overall professional image; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training:

Requires graduation from an accredited four-year college or university with a Bachelor’s Degree in Engineering, Architecture, or Business or Public Administration, or a related field plus at least three years of increasingly responsible supervisory and/or project management experience related to public grounds and/or street maintenance activities. Equivalent experience that allows an individual to obtain Professional Engineering (PE) licensure may be substituted for the degree requirement. A graduate degree in one of the above areas may be substituted for one year of the required work experience. Education and experience must be commensurate with assignment for current vacancy.

Physical Requirements:

Must be able to make inspections and periodic walk-throughs of public grounds sites and/or street maintenance work sites which involves climbing, bending, squatting, kneeling, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 25 pounds; must be able to observe and identify violations, operational concerns, etc. relating to evaluating and overseeing work activities and equipment; holds and grips objects.

Working Environment:

Both indoor and outdoor working environment with exposure to extreme weather conditions, dust, and pollen; subject to chemical hazards associated with some duties.

Licensing/Certification:

Certification or the ability to obtain certification within the probationary period in appropriate areas (such as licensing as a public operator for pest control) as determined by the Assistant Director of Public Works for Operations may be required or desirable depending on the assigned work area within the Street Maintenance Division. EIT certification is desirable.

Miscellaneous Requirements:

Must possess or have the ability to obtain and maintain a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	September 2011	GENERAL ORDINANCE NO. 4869
Comments:	Job Title Change	Date: January 19, 1999

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____