

**CITY OF WALLER  
JOB DESCRIPTION**

Job Title: Public Works Field Supervisor

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Exempt

Reports To: Supt of Public Works

Department: Public Works

Date: November 2014

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**JOB SUMMARY**

This position is responsible for assisting the Supt of Public Works for the organization and management of the various Field Technicians in all areas of Public Works, Water & Sewer, Gas and other related areas of work. Included in the responsibilities are the supervision of all jobs in Public Works, scheduling, maintenance tracking, and daily supervisory duties to enable the department more efficient operation.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

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**DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what a Field Supervisor may be asked to perform; other duties may be assigned:

- Supervision of water and sewer projects, water and sewer maintenance.
- Supervision of water production facilities and of sewage treatment facilities.
- Supervision of street and drainage repairs and construction including streetlights, traffic control signs and other street signs.
- Supervision of vehicle and equipment repair and maintenance.
- Performs all other duties as assigned.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or equivalent with a minimum of five years in the supervision of field personal in water, sewer, gas or some related field.
- Valid Texas driver's license with acceptable driving record.

### **SKILLS AND ABILITIES**

Have a working knowledge of construction equipment and its capabilities.

- Must have knowledge of maintenance and repair procedure for water distribution and sewage, gas or other systems related to Public Works.
- Must have the ability to supervisor others in various functions.
- Knowledge of various equipment and vehicle maintenance and repair procedures, and routine custodial needs.
- Must have the ability to relate to various personalities and employee situations.
- Must have knowledge of the City's policies and procedures.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player", industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Knowledge of computers.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.
- Ability to get along appropriately with co-workers and the public.

### **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations to determine flows and dosages.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

### **Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.
- This job is performed in an office environment.

### **Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- Adverse Weather conditions
- High volume work days
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).
- Unpleasant odors and materials.

**SIGNATURES**

I have reviewed the above job description and I understand the responsibilities and the essential functions.

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Employee          Date

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Immediate Supervisor          Date

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Department Director          Date