



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Public Works Maintenance Section Supervisor

COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Exempt
Division:	Public Works
Union Representation:	Non-Represented

CLASS SUMMARY: The Public Works Maintenance Section Supervisor works under the direction of the Public Works Division Manager to plan, organize, direct, and supervise the activities of the Public Works Maintenance Section, including maintenance of the transportation system, stormwater system, wastewater system, drinking water system, parks system, and city buildings. Assists the Public Works Division Manager and Community Development Director in preparing the Public Works Division Budget, especially as it pertains to maintenance of the various public works systems. Manages capital projects related to maintenance and improvement of existing facilities as assigned. Ensures all Maintenance Division staff are appropriately trained and supervised, and provides direct supervision to Maintenance Section Staff.

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)

The Public Works Maintenance Section Supervisor Independently and/or Under Direction of the Public Works Division Manager:

1. Is directly responsible for management of operations and personnel in the Public Works Maintenance Section.
2. Plans, organizes, and directs the daily activities, projects, and programs within the Public Works Maintenance Section.
3. Coordinates with the Public Works Division Manager to prioritize and schedule section activities in order to ensure appropriate allocations of manpower and equipment.
4. Assists in development and implementation of Master Plans and subsidiary plans related to the transportation, drinking water, wastewater, stormwater, and parks systems.
5. Assists the Public Works Division Manager and Community Development Director in development of amendments to the City's municipal code and public works standards.
6. Assists in the provision of public information relevant to the activities of the Public Works Maintenance Section.

7. Manages capital projects as assigned by the Public Works Division Manager and assists with continuous development and improvement of the Community Development Department.
8. Promotes best practices and continuous improvement of the Public Works Maintenance Section through staff training, and cooperative development of appropriate policies and procedures.
9. On an as needed basis assists the Public Works Division Manager in evaluation of workloads, and development of job classifications, job descriptions, and pay classifications.
10. Ensures each employee in the Public Works Maintenance Section is appropriately trained, supervised, and is evaluated by their direct Supervisor on at least an annual basis.
11. Provides appropriate upstream and downstream communications to ensure subordinates, superiors, and partners are informed and aware of Public Works Maintenance Section activities. This includes collaboration on the City's internal ERP system.
12. On an as needed basis provides Public Works related assistance during emergency operations.
13. Manages Rights-Of-Way Permitting process as designed by the Community Development Department including (but not limited to) intake, review, customer correspondence, coordination of civil inspections, and closeout.
14. Assists employees with gaining required State and Federal Certifications and provides backup Direct Responsible Charge duties on an as needed basis.
15. Other duties as assigned.

REQUIRED AND PREFERRED QUALIFICATIONS:

1. Good written and oral communication skills are required.
2. Demonstrated ability to effectively supervise employees is required.
3. Ability to establish and maintain effective working relationships with City Staff, community partners, other public agencies, and the general public.
4. Knowledge of The City of Molalla's public works maintenance operations is preferred.
5. Knowledge of contemporary principles and practices of public works maintenance is required.
6. Educational background related to assigned division is preferred.
7. Demonstrated ability to plan, design, and execute programs and projects is required.
8. Demonstrated ability to successfully deal with the public, appropriately respond to citizen inquiries, and diffuse citizen complaints is required.
9. Knowledge of federal and state regulations relevant to public works maintenance is required.

EXPERIENCE AND TRAINING: A minimum of 5 years of experience related to public works maintenance, and supervision is required. Certifications mandated by state and federal agencies related to assigned may be required, including a DEQ Wastewater Collection System Level II, and OHA Water Distribution System Level II certification Alternatively, any combination

of experience and/or education that tends to illustrate the ability to successfully perform the duties associated with this position will be considered.

PHYSICAL DEMANDS: The physical demands described here 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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, walk, use hand to finger, handle or feel objects or controls, and to reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The position may occasionally require lifting of objects or materials in excess of 60 lbs. Manual dexterity and coordination are required with operation of public works equipment, motorized vehicles, hand and power tools, and standard office equipment.

WORK ENVIRONMENT: The work environment for this position includes outside work in inclement weather. He/she may work near construction machinery or activity with high noise levels for short time periods. For 70% of the time, this position will experience noise levels common to an office environment. The work environment may expose the employee to severe weather conditions, high noise levels, hazards of construction sites, as well as to chemicals, paints, and possible entry into confined spaces.

Approved,

 11-4-2021

Dan Huff, City Manager Date