

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E710
FLSA:	E
WC:	7520
PG:	509
EEO:	3

CLASSIFICATION TITLE: STORMWATER MAINTENANCE SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the Stormwater Utility maintenance crews performing skilled work in the maintenance, detailed inspection, repair and replacement of the City owned stormwater drainage system. Work is performed under the supervision of the Stormwater Coordinator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; provides direction, and assistance to employees; coordinates daily work activities; organizes and prioritizes workload; makes work assignments and evaluates work; monitors status of work; troubleshoots problem situations.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Assists in projecting needs for equipment, materials, and supplies. Assists in the preparation of specifications, estimates, and bids for machinery, equipment and contractor services. Assists in determining long and short term budgetary needs and presents recommendations to the Stormwater Coordinator. Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Ensures adherence to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations; coordinates activities to maintain safety and traffic control at work sites, including flagging of traffic and setup of safety cones, barricades, and road/warning signs; reports accidents, injuries, and other incidents.

Coordinates, prioritizes, and supervises projects: reviews or issues work orders; assists in determining and coordinating necessary equipment, materials, and manpower to complete projects; monitors status of work in progress and inspects completed work; dispatches crew members, vehicles, or equipment to work sites as needed; reports damage/vandalism, potentially hazardous/ dangerous situations, or other problems to supervisor; responds to problems or emergency situations.

Maintains a comprehensive set of records/data related to all maintenance activities in the Stormwater Utility, utilizing various spreadsheets and computer programs to provide this information in a logical manner. Prioritizes the Operations and Maintenance of the stormwater drainage system in conjunction with the Stormwater Coordinator and other stormwater utility staff.

Provides training to subordinates on the correct use of all equipment used for projects such as skid steer loader, trackhoe, backhoe, earth compaction equipment as well as large vehicles requiring a CDL. Performs customer service functions: exchanges information with the public regarding work in both oral and written formats; logs complaints or problems and refers them to the Stormwater Utility staff member.

Inspects and prepares equipment for safe and proper operation prior to beginning work for the day, provides training to subordinate staff on the same; performs light maintenance on equipment, which may include changing oil, refueling, or refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; secures vehicle after use and provides training to subordinate staff on the same.

Communicates with supervisor, other departments, employees, the public, outside agencies, stand by contractors and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School Diploma/GED required; technical training/certification in construction management preferred; five years of previous work experience in stormwater drainage maintenance and installation to include the supervision of personnel in such work. Ability to read and interpret plans and blueprints is a must. Must possess and maintain a valid Georgia Commercial Driver's License (CDL) including appropriate endorsement(s), a Level 1B Certified Inspector in Soil and Erosion control, trenching and shoring certification, confined space entry supervisor training, GDOT flagger certification.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must have thorough knowledge of tasks and procedures required to perform the construction and maintenance functions in the assigned department. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors : Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal attacks/bites.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.