



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE:	Public Works Maintenance Supervisor
DEPARTMENT:	Public Works
FLSA STATUS:	Non-Exempt
SALARY GRADE:	G
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Maintenance Supervisor performs a wide variety of tasks associated with the repair and maintenance of the City's water distribution, wastewater collection, stormwater, and transportation systems. The Maintenance Supervisor is responsible for the supervision of assigned FTEs and seasonal employees. Key job duties include coordinating, planning, directing, and participating in work tasks and maintenance programs. This position will determine work schedules and priorities, ensure compliance with safe work practices and regulations, and respond to customer requests and citizen inquiries. The Supervisor will be tasked with ensuring operational and maintenance equipment is properly maintained and staff is trained to operate. The Maintenance Supervisor will collaborate with departmental staff to schedule preventative and routine maintenance work.

ESSENTIAL JOB FUNCTIONS:

- Supervise assigned Public Works Utility Workers.
- Install and repair water, sewer, and storm water lines, utility access holes, storm drains and catch basins.
- Lay and align pipe, test installation in accordance with established procedures.
- Make service connections to water and sewer lines using special tapping equipment to install water and sewer service lines and meters.
- Locate public underground utility facilities for excavations conducted by City crews and other utilities. Research of maps and related records.
- Maintain, seal, and repair roadways. Participate in snow and ice removal and storm damage debris cleanup
- Operate light and medium-duty trucks and associated equipment to perform the functions listed and as assigned.
- Respond to public inquiries and service requests in a courteous and timely manner; provide information within scope of knowledge or refer to other City staff.
- Perform scheduled maintenance checks of public works equipment.
- Available to be on-call during evenings and weekends for up to a week at a time.
- Perform other duties as assigned.
- Establish and maintain positive working relations with coworkers, citizens, and the public.

JOB SPECIFICATIONS:

Mandatory Requirements:

- High School diploma or equivalent.



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- Three to five (3-5) years of water, sewer, street, or storm water experience is required.
- One to two years (1-2) previous supervisory, management or direction of work experience.
- Any combination of education and experience which provides the knowledge, skills, and abilities to perform the job.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of water, sewer, street, and storm water systems (operation and maintenance).
- Ability to supervisor, mentor and train staff.
- Strong oral and written communication skills needed.
- Ability to problem solve and make critical decisions in a fast-paced work environment.
- Ability to operate heavy machinery including backhoe, excavator, etc.
- Experience with winter road maintenance operations.
- Ability to lift seventy pounds.
- Ability to work outside year-round in all weather conditions.
- Ability to operate hand-held and power equipment over uneven terrain in all weather conditions.
- Ability to work independently with minimal direct supervision.
- Working knowledge of OR-OSHA Heat Illness Prevention rules.

Special Requirements/Licenses:

Possession of or must obtain a valid Commercial Driver's License Class A with tanker endorsement and a State of Oregon Flagger card within ninety (90) days of hire. Possession of, or must obtain, a current State of Oregon Water Distribution Level II or Wastewater Collection System Level II certifications within six months of hire. Must complete FEMA IS100, IS200, IS700, IS800 within six months of hire. Must have a clean driving record. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check.

SUPERVISION RECEIVED:

Works under the direction of the Public Works Superintendent. In the absence of the Superintendent, the Supervisor would report to the Public Works Director or Assistant PW Director.

SUPERVISORY RESPONSIBILITIES:

Supervises assigned department staff which includes oversight and authority for assigning tasks, reviewing, and evaluating work performance. Review and approval of assigned staff time sheets. Manage assigned staffs time-off requests.

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



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accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to function both indoors and outdoors engaging in work of a moderately active nature.
- Ability to maintain cardio-pulmonary fitness to engage in moderate physical activity.
- Ability to move to different working locations and to bend, stoop, climb, and reach to perform essential job functions.
- Requires arm, hand, and finger dexterity to demonstrate use or operate common tools used in public works maintenance.
- Ability to lift from floor, waist or overhead, objects up to seventy pounds.
- Ability to function with temperature and weather variations.
- Requires visual acuity to observe work sites and read written materials.

TOOLS AND EQUIPMENT USED:

Variety of hand tools, hand-held power equipment, light and medium duty vehicles and medium duty excavation equipment. Computer use as needed for preparing reports.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the field environment is usually moderate, except when operating hand-held power equipment.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.

Jenny Coker
Public Works Director

Adopted: 10/2022

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date