



## City of Avon Lake, Ohio Classification Specification Public Works Supervisor

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Public Works	E10	Exempt	Unclassified	

<b>CLASSIFICATION SUMMARY</b>
<p>Under the general supervision of the Public Works Director, the Public Works Supervisor is responsible for the day-to-day planning, scheduling, assigning and review of work performed by public works staff and coordinates with the Assistant Public Works Director. This position also supervises, plans and coordinates the construction, installation, maintenance, inspection and repair of City infrastructure including facilities, parks, streets and storm water and/or drainage systems conducted by public works staff. Additionally, will fill in for the Assistant Public Works Director in his/her absence. Performs other duties as required.</p>

<b>ESSENTIAL DUTIES<sup>1</sup></b>	<b>% OF TIME</b>
<p>In coordination with the Assistant Public Works Director, plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality street and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards. He/she will supervise, train, and oversee employees performing duties of maintenance, construction and repair of streets, storm drainage, facilities and parks.</p>	25
<p>In coordination with the Assistant Public Works Director, supervises the control and use of and assumes responsibility for all materials, supplies and equipment used in maintenance, construction and repairs, and throughout department facilities. Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from vendors following city procurement policies or utilizing inventory maintained at the Public Works facility.</p>	25
<p>Develops, coordinates and programs for safety training and employee development. Stays current on PERPP guidelines and creates programs to educate staff, maintain compliance and maintains associated records. Seeks and implements necessary training opportunities to enhance employee knowledge of construction and maintenance procedures as related to the department's scope of duties.</p>	20
<p>Documents and records necessary data to create work records, track attendance, track inventory, document interactions and resolutions, manage and maintain assets and create any other necessary record for the department.</p>	10
<p>Responds to, investigates and provides resolution to resident complaints. Interacts with residents, vendors and city officials.</p>	10
	10

<sup>1</sup> The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

<p>Provides motivation and mentoring of department staff. Monitors staff performance, conducts annual performance reviews and makes recommendations for employee development.</p>	
---	--

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**  
 Graduation from high school education or GED equivalent, and five years of progressively responsible leadership experience in public works operations. Knowledge of the OMUTCD and ODOT construction standards and specifications.

**CERTIFICATIONS/LICENSES:**  
 Valid Ohio Driver’s License or ID.

**PREFERRED QUALIFICATION:**  
 Associate or bachelor’s degree in related field, ISA certification, pesticide applicators license, class A or B CDL.

- KNOWLEDGE OF:**
- Supervision and management within a union environment
  - Clear and concise understanding of the delivery of City services
  - Mechanics, engines, maintenance and construction methods
  - Understanding, abiding and enforcement of City Ordinances
  - Performance and operation of all types of equipment
  - Life cycle and safety training for department equipment
  - Avon Lake’s geography and service areas

- SKILL IN:**
- Strong written and oral communication skills
  - Strong computer skills including but not limited to Microsoft Office suite, GIS, asset management software
  - Working with the public

**ADA AND OTHER REQUIREMENTS**

This position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**SEDENTARY WORK:**  
*Exerting up to twenty five pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Occasional sedentary work involves sitting most of the time. Frequent walking and standing for long periods of time is required.*

**WORKING CONDITIONS:**  
 Working conditions may include loud, dusty environments, and hazardous chemicals.

**SALARY RANGE\* AND BENEFITS \*Subject to City Council approval**

- \$33.92 to \$43.47 hourly, or \$70,550 to \$90,408 annually
- Applicable benefits provided to full-time, non-bargaining employees, as declared in Codified Ordinance Chapter 260

