



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Public Works Supervisor I-V

Job Code: 192100/192110/192120/192130/192140	
Service Area: Public Services	
Service Unit: Public Works	
Salary Grade (Non-Union): N/A	Pay Scale (Union): Teamsters 24/26/28/30/33 CP: Yes
Exemption Status: Non-Exempt	
Accountable To: Public Works Assistant Manager	
Union/Non-Union: Union	
Union Name: TEAMSTERS	
Essential Driver: Yes	
Telecommuting Eligible: No	
Responsible for supervising the following positions: Public Works Techs	
Description Prepared By M. Maciejewski, P. Matthews, A. Heatley, C. Arheit 4/18/2023 HR Review – CL, JC 5/2/2023 Legal Review – MR 5/3/2023	

Date Position Description Finalized

5/3/2023

Role Summary

To develop, facilitate and assist Public Works Technicians in collection of solid waste and maintenance and repair of City infrastructure including Forestry, streets, water distribution, sanitary and stormwater collection systems, and grounds and facility maintenance.

Duties

Incumbent may be responsible for the following technical and skilled duties, both participatory and supervisory. Duties are performed under the direct supervision of the Public Works Assistant Manager or designee and may include the following:

Essential Duties

- Supervises, facilitates, and manages the professional development, training needs, and performance of Public Works Technicians and trainees which includes:
 - Certifying technical proficiencies of Public Works Technicians as part of the progression to assist employees with career advancement
 - Managing personnel, which includes planning, organizing and facilitating work assignments, training, inspection follow-up, mentoring, participate in hiring regular and temporary employees, conducting progression assessments, performance evaluations and issuing discipline up to and including termination. Termination of temporary employees at the end of their term.
- Utilizes technology to assign work and track time, material, equipment along with city assets to ensure accurate records and data
 - This includes hardware such as but not limited to; desktop computers, laptop computers, iPads, wi-fi and smartphone technology
 - Software includes but not limited to: Cityworks, AVL, GIS, MS Office Suite, accident reporting and other city utilized websites
- Provides technical oversight and ensures work meets established and regulatory standards
- Empowers others by creating a collaborative environment and encouraging independent decision making where appropriate.
- Interacts with the public, addresses concerns and identified problems by thoroughly investigating all possible solutions that meet policy requirements, follows established procedures while achieving customer service and response parameters
- Participates in the on-call rotation schedule to deal with a variety of emergencies.

Related Work

- Enforces City policies, procedures, and work rules
- Ensures compliance with collective bargaining agreements
- Develops and administers internal or coordinates external training and testing
- Ensures compliance with safety and environmental regulations for hazardous materials
- Ensures the safe and proper use of various hand tools, power tools, test instruments and heavy equipment
- Ensures proper safety practices are followed for confined space entry and for storing, handling and transporting gases and chemicals
- Ensures the proper use of lock-out and tag-out procedures
- Complete work process documentation according to established workflows and improve workflows where needed.

- Performs data collection and report generation by utilizing the appropriate technology
- Actively participates in purchasing decisions and follows the procurement policy and inventory processes.
- Participates in budget discussions and planning, which includes tracking expenditures.
- Participates in hiring and recruiting efforts which include following internal procedures for reviewing, selecting and interviewing candidates
- Performs other related work as assigned.

Knowledge of: (position requirements at entry)

- Machines and tools, including their, use, benefit, and maintenance
- General maintenance management, inventory control, and purchasing procedures
- Map Services for asset information (within 3 months)
- MS Office
- Computerized Maintenance Management Systems (within 3 months)
- Basic hazard and work safety precautions
- Specific functional area requirements outlined in the Public Works Supervisor progression (within 6 months)
- Public Works Technician Progression (within 6 months)

Skills and Ability to:(position requirements at entry)

- Good communication through oral and written instruction
- Coaching work teams
- Providing verbal/written/hands on training
- Using computers and related software applications
- Specific functional area requirements outlined in the Public Works Supervisor Progression

Equipment

Computer and software applications, copier, telephone, GPS, utility locating equipment, cell phone and other miscellaneous office equipment and all of the heavy equip onsite

Education, Training and Experience (position requirements at entry)

Required:

- High school graduate or equivalent (GED)
- Additional requirements/certifications determined by the Public Works Supervisor Job Progression

Preferred:

- Depending on the area of hire an S1 water license or certified arborist
- 2 years supervisory experience
- 2 years experience in solid waste, forestry, water utilities, streets or a related field
- Experience supervising union employees

Licensing Requirements (position requirements at entry)

Valid Driver License – be on call (field work daily is expected – average 2 hour per day)

Physical Requirements

The physical ability to walk, stand, stoop, bend, crawl, climb, kneel, crouch, reach, push, pull, lift, grasp and perform repetitive motions. The work requires the ability to operate hand and foot controls on machinery and equipment

Incumbent may be exposed to hazardous physical conditions (i.e., confined spaces, heights, mechanical parts, electrical currents, vibration, etc.), poor atmospheric conditions (i.e., fumes, odors, dusts, gases, poor ventilation), extreme temperatures, inadequate lighting, and intense noise.

The physical ability to ascend and descend ladders to access work area. The work occasionally involves the ability to perform moderate lifting and carrying up to 50 lbs.

The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces. The work requires the ability to distinguish colors and to hear audible alarms.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.