

Mauldin, South Carolina

Position Title: Street Department Supervisor
Department: Public Works, Sewer Division
Updated: September 17, 2020

General Description of Position

The purpose of the position is to coordinate, supervise and schedule all street maintenance in the City and to perform other technical, administrative, and supervisory work as required. This position works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic reports, conferences, and meetings.

Essential Functions

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

Coordinates, supervises and schedule all street maintenance in the City and to perform other technical, administrative and supervisory work as required

Supervises subordinate crew members; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; recommending employee discipline and discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Manages assigned budget; monitors expenditures and prepares related reports as required.

Receives reviews and delegates work orders to staff.

Estimates and coordinates the use of available equipment, materials and personnel to obtain maximum effectiveness and cost-efficiency

Orders supplies, parts, materials, tools and equipment necessary for daily activities.

Inspects work in progress and at completion for compliance with applicable policies, procedures, laws, regulations, contracts, and standards of quality and safety; gives technical advice and assistance to contractors, co-workers and subordinates.

Monitors productivity and directs changes as necessary.

Prepares project reports and compiles technical data as required by regulatory agencies and for managerial decision-making and reporting purposes.

Inspects equipment for proper and safe working condition; coordinates the timely maintenance and repair of equipment as needed.

Coordinates assigned activities and functions with those of other agency divisions, departments, and outside agencies as appropriate.

Receives and responds to inquiries, complaints and requests for assistance from customers and the general public regarding areas of responsibility.

Performs general administrative / clerical work as required, including but not limited to preparing reports, conducting and attending meetings, entering and retrieving computer data, copying and filing documents, etc.

Attends meetings, training, seminars, as appropriate to enhance job knowledge and skills.

Performs other related duties as required.

Supervision Received

Works under close supervision of the Public works Director

Supervision Exercised

Supervises subordinate crew members; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; recommending employee discipline and discharge as appropriate.

Position is responsible for supervising and assigning duties to a work crew.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in personal injury/loss, delay or loss of service, or injury to other employees.

Responsible for actions of others, requiring almost constant decisions affecting co-workers, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

Employee is required to work outside of normal business and on call hours when required

Recommended Minimum Qualifications

Education and Experience

A candidate for this position should have a High School diploma, a college degree in a related field preferred.

5 years of progressive experience in street maintenance and job site management with supervisory experience.

Special Requirements

A candidate for this position is required to have a valid driver's license with a Class A CDL

Physical and Dexterity Requirements

Requires medium work that involves walking, standing, stooping, stretching, climbing, pulling, pushing or lifting some of the time, traversing uneven terrain, entering confined spaces, and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy

Environmental Hazards

The job may risk exposure to bright / dim light, extreme heat and/or cold, wet or humid conditions, dusts and pollen, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, confined spaces, disease/pathogens, toxic / caustic chemicals, dangerous gases.

