



# **TOWN OF MIAMI**

## **JOB DESCRIPTION**

**POSITION:** Public Works Supervisor  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Public Works

### **GENERAL DESCRIPTION**

Mid-level management position that reports to the Public Works Director and administers activities such as the Town's street maintenance, trash pickup, facilities maintenance, and sewer connections.

### **SUPERVISION RECEIVED/EXERCISED**

The Public Works Supervisor works under the general direction of the Public Works Director. Supervises Public Works staff, and at times contractors and D.O.C. workers; the Supervisor is expected to make independent decisions and achieve positive results in all areas.

### **TYPICAL DUTIES/RESPONSIBILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required and is subject to change as needs and job requirements change. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assist the Public Works Director in assigning work to Public Works Crews as directed.
- Supervising street maintenance, trash pickup, facilities maintenance, and sewer connections with other Town departments as needed.
- Coordinates use of available equipment, materials and personnel to complete projects in an effective, efficient, and cost-effective manner.
- Holds responsibility for adequate completion of specific crew assignments maintaining high level of Town standards.
- Acquire equipment and materials needed by crews for work assignments.
- Maintain records and prepare reports on work completed.
- Ability to professionally furnish and obtain information from other departments.
- Ability to work well under pressure and impending deadlines.
- Ability to establish working relationships with Town officials, employees and the public and interact with tact and judgment.
- Ability to set up and monitor preventative maintenance schedules for Public Works infrastructure.
- Supervise, maintain, and report on Public Works inventories.
- Ability to read and understand blueprints and specifications.
- Supervise field personnel and provide conflict resolution.
- Must be able to participate in on-call roster which includes weekends and holidays and respond to after-hours emergencies.
- Ensure safe, effective and efficient procedures are practiced by employees.
- Ability to communicate effectively both verbally and in writing.
- Performs other duties and functions as required or assigned.
- Represents the MIAMI Values of Meaningful Work, Integrity at all Times, Attention to Detail, Motivated to Achieve Results, and Individual Responsibility.

### **QUALIFICATIONS**



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- High School diploma
- One (1) year of supervisory experience.
- Five (5) years of experience performing the key functions of the position
- Valid Arizona Driver's License.
- Must be able to pass a drug, alcohol and background check.
- Must maintain a valid Arizona Commercial Driver's License

### **SKILLS AND KNOWLEDGE:**

- Must have working knowledge of the use, operation and maintenance of a variety of equipment used in sewer, water, highway, clean water, solid waste, and parks work.
- Must have working knowledge of soils, drainage, road base stabilization and general street construction practices.
- Must be able to perform basic math and physical measurements.
- Must be able to wear protective safety gear while performing various related tasks.
- Must be able to work for long periods of time, requiring sustained physical activity and concentration.
- Must have knowledge of OSHA safety procedures and safe work practices.

### **WORKING CONDITIONS**

Regularly work in outside weather, frequently exposed to wet and/or humid conditions. Frequently works near moving mechanical parts and vibrations. Occasionally work in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.