

TITLE: Construction Supervisor

PW/9

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position supervises and participates in construction, maintenance, and repair projects. This is a safety sensitive position.

MAJOR DUTIES:

- o Oversees the maintenance of streets.
- o Oversees the layout, inspection, and installation of storm drains.
- o Schedules and assigns personnel, equipment, and materials to projects.
- o Checks progress of projects for compliance with instructions.
- o Coordinates work with other departments.
- o Supervises, trains, and evaluates the work of subordinates.
- o Maintains record and completes reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the repair, operation, and maintenance of assigned facilities.
- o Knowledge of the occupational hazards and necessary safety precautions associated with the work.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.
- o Skill in the operation of construction and maintenance equipment.

SUPERVISORY CONTROLS: The Deputy Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

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GUIDELINES: Guidelines include city ordinances, city personnel policies, vehicle operations laws, safety rules, and city construction standards. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and technical duties. Working in heavy traffic and in inclement weather contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in construction, maintenance, and repair projects. Successful performance in this position results in a well-maintained city infrastructure.

PERSONAL CONTACTS: Contacts are typically with other city personnel, contractors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light or heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Crew Leader (2), Equipment Operator II (2), Equipment Operator I (1), Construction/Maintenance Worker II (1), Sign Maintenance Technician (1), and Construction/Maintenance Worker I (2).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.