



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Public Works Operations Supervisor	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	REVISED:	

Summary: Under general supervision, plans, organizes and coordinates the staff and activities of the Public Works Department (PWD) operations and maintenance groups.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates and supervises the PWD operations and maintenance staff and activities to maintain County roadway and parks infrastructure in safe condition; provides leadership to assure that maintenance services are provided in alignment with PWD goals and objectives.
- Plans, organizes and oversees maintenance operations and resource allocations; prioritizes projects and inspects jobsites to assure quality work projects and effective use of resources.
- Monitors and manages operations and assures that jobsites and program activities are in compliance with all laws, regulations, policies and safety standards; evaluates the efficiency and effectiveness of operational methods and procedures; evaluates and monitors work load and support activities; identifies opportunities for improvement.
- Assists in the development of PWD strategies to accomplish plans and goals; reviews County needs, and develops PWD resource requirements.
- Coordinates the PWD work plan; meets with supervisors to identify and resolve problems; coordinates projects and operational responsibilities.
- Supervises staff, assigns tasks and projects, and evaluates performance; monitors operations and reviews the work of staff to assure the efficient and timely accomplishment of assigned duties and responsibilities; provides leadership, direction and guidance in project methods and priorities; coordinates schedule and plan modifications.
- Assures effective communication of issues and strategies between PWD operations and maintenance groups.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of principles and practices of project management.
- Knowledge of road and park maintenance methods and materials.
- Knowledge of the operation, care, maintenance and capabilities of heavy power-driven equipment.
- Knowledge of Federal, state and county safety rules and regulations, including Mine Safety and Health Administration (MSHA) and OSHA regulations, and drug and alcohol testing guidelines
- Knowledge of safety standards and practices in hazardous environments.
- Knowledge of Manual on Uniform Traffic Control Devices (MUTCD) rules and regulations.

- Skill in analyzing PWD issues, evaluating alternatives, and making logical recommendations based on operational resources and priorities.
- Skill in safe and efficient operation and maintenance of trucks and equipment.
- Skill in promoting and enforcing safe work practices.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively supervising and leading staff, and delegating tasks and authority.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with County staff.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent; and five (5) year's experience in heavy equipment operation, including three (3) year's supervisory experience; OR equivalent combination of education, training and experience; must have a valid Commercial Driver's License, special license endorsements and technical certifications may be required.