



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Public Works Maintenance Supervisor	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Public Works	<b>REVISED:</b>	

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**Summary:** Under general supervision, supervises and coordinates the staff and activities of an operations or maintenance work group involved in roadway, heavy equipment or parks maintenance, or roadway materials processing for Public Works Department (PWD).

**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 daily activities of an operations or maintenance work group; coordinates and schedules staff, vehicles and equipment; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; works with employees to correct performance deficiencies.
- Supervises activities to maintain County roadway and parks infrastructure, and to assure materials are processed and available, and vehicles and equipment are serviced and repaired; provides leadership to assure that services are provided in alignment with PWD goals and objectives.
- Plans, organizes and oversees operations or maintenance operations and resource allocations; prioritizes projects and inspects jobsites to assure quality work products and effective use of resources.
- 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.
- Controls ongoing work projects to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition
- Assists work crews as required.
- Oversees in-house training and safety programs.
- Selects and orders construction and maintenance materials and equipment.
- Dispatches and accounts for crew activity during emergency events.
- Conducts inspections of roadways, parks, infrastructure and equipment.
- Collects information, prepares reports and maintains records as required.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- 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 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.
- 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 lead worker 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.