

## Working Supervisor (T. Ithaca) Tompkins County

**Department:** Town of Ithaca

**Classification:** Non-competitive

**Approved:** 4/2021

**Revised:** 2/26

**By:** LG, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND two years of full-time paid (or the equivalent part-time) construction or maintenance experience involving the operation of heavy motor equipment, or specific municipal experience as a Motor Equipment Operator, Heavy Equipment Operator, Senior Heavy Equipment Mechanic, Heavy Equipment Mechanic, Automotive Mechanic or Automotive Mechanic Assistant; six months of which must have been in a supervisory capacity, or the applicant must attach a certification demonstrating successful completion of a formal supervisory training program.

Town of Ithaca is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **SPECIAL REQUIREMENTS:**

The candidate must possess a valid New York State Commercial Driver's License, Class A or B, with tank endorsement, at the time of application. There can be no Air Brakes restriction (L or Z) listed at the time of **application** but are allowed to have non-manual transmission (E) restriction. If candidate does not possess a Class A license they will be required to obtain a Class A license within eighteen (18) months of appointment. Class A license must **not** have an O (non-tractor-trailer) restriction. The candidate is expected to demonstrate the ability to safely and effectively operate a heavy truck (utilizing manual or automatic transmission), truck and trailer combinations and/or other such heavy equipment as required. Incumbents must maintain CDL Class A and appropriate endorsements for the duration of employment. Failure to maintain the required license may result in termination of the employment situation.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for supervising the work of field crew(s) composed of Heavy Equipment Operators, Motor Equipment Operators, Laborers, and seasonal workers involving the efficient and economical management of the staff, materials, equipment, and other resources used in the construction and maintenance of town infrastructure. The work is performed under the general supervision of the Director of Public Works and under direct supervision of the department's division managers with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the activities of all subordinate staff by directing the work, monitoring progress, and checking upon completion. Employees in this position are expected to be working alongside and with subordinates and assisting in the full performance of the activity assigned. Incumbent will be assigned to a division (highway, parks, or water/sewer) but must be able to perform and direct work in any division on a rotating or as needed basis. The work involves exposure to all kinds of weather conditions. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES: (illustrative only)**

- Supervises and assists field crews on a variety of assignments regarding the maintenance and construction of highways, roads, stormwater, sewer, water, parks and other town infrastructure;
- Makes individual work assignments to crew member based on priorities set by others and the abilities of individual crew members and provide training opportunities for staff development
- Orally instructs crewmembers in the activities and tasks to be performed and answers their questions concerning work procedures;

- Ensures PESH safety guidelines are followed;
  - Supervise and participate in snow removal and ice control activities as assigned;
  - Assists division managers in planning and scheduling maintenance and construction projects and activities;
  - Reports to division managers and confers with other working supervisors regarding labor, equipment and materials necessary for completion of projects;
  - Establishes grade for drainage, pipe laying, earth cuts and fills; estimates quantities of construction materials required to complete work activities;
  - Operates a variety of road, building and construction equipment including but not limited to excavators, rollers, tractors, loaders, sweepers, trucks, snow plows, bulldozers, pavers;
  - Patrols and inspects town infrastructure to determine condition and maintenance needs;
  - Prepares daily activity reports and records;
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- May receive and address requests by the public;
  - May review and approve hours worked and labor distribution;
  - May assist division managers with assigned crew's annual employee performance reviews;
  - May be involved in employee selection as requested.
  - Available for 24 hour emergency response.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the practices, methods, tools and terminology in the construction and maintenance of roads, storm sewers, parks, water and sewer systems and other related town infrastructure;
- Good knowledge of the equipment, materials, tools, terminology, safety precautions for use in highway snow removal, and ice control;
- Good knowledge of the proper use and operation of construction equipment;
- Good knowledge of management principles and practices;
- Ability to read and understand sketches, blueprints and plans;
- Ability to perform mathematical computations in relation to computing earth cut and fill grades;
- Ability to use a transit, grade laser and rod to establish grades for drainage and pipe laying activities;
- Ability to compute volumes of simple spaces for materials quantity estimates;
- Ability to plan, schedule and coordinate construction and maintenance programs;
- Ability to operate computers for administrative and operational purposes;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to apply good judgment and be accurate with all work products;
- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Committed to a team approach to problem-solving;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Ability to identify, avoid, and report potentially hazardous working conditions;
- Ability to understand, interpret, and follow all applicable safety policies;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, dependable and honest;
- Willingness to work under difficult weather conditions and respond to emergencies and to work overtime;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact, good judgement and courtesy;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations including the ability to routinely lift and handle weights up to 50 pounds.

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