

TITLE: CONSTRUCTION AND REPAIR SUPERVISOR

CODE: 37031

GENERAL DESCRIPTION:

This is very responsible water supply maintenance supervision work involving the direction of road, building and facilities construction and repair.

Work involves responsibility for safe, effective and timely construction and repair by maintenance crews to assure the good condition of water supply property. Duties include directing road and lands maintenance and building and facilities maintenance by trades-workers, equipment operators and maintainers. This position also has the responsibility for making very difficult road, building and facilities construction and repair technical and operational decisions. This work requires that the employee have considerable knowledge, skill and ability in road, building and facilities maintenance principles and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Manager of Water Supply.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates a medium size work group of trades-workers, equipment operators and maintainers in road, building and facilities construction and repair. Oversees annual hydropower maintenance and emergency repairs.

Fills out forms and reports on completed work assignments and completes employee time records. Plans work and estimates costs from blueprints and approves plans for new construction.

Drafts unit budget and controls expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Perform related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of road building and facilities construction and repair principles and practices.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and to lead others in a work unit; some writing ability.

Some ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, other governmental agencies, and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus six years of progressively responsible utility maintenance and repair experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.