

Department of Public Works (DPW)
DPW SUPERVISOR

Appointing Authority:	Select Board	Date:	02/2024
Policy Direction by:	Select Board	Salary Grade:	1
Administrative Direction by:	Town Administrator	FLSA Status:	Non-Exempt
Direct Supervisor:	DPW Director	Status/Type:	Union/UPSEU

DEFINITION

Position is responsible for supervising and working with grounds crew; plans, organizes, and supervises the construction, care, and maintenance of the town's park, recreational areas, facilities, and public grounds. Work includes directing work crews of Highway, Water, Sewer, Vehicle Maintenance, snow/ice, and other operations, ensuring the quality and completeness of work performed and assisting in the overall efficiency of project operations.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Receives written or oral directions from the Director of Public Works.
- Plans work according to an established schedule. Establishes priorities in regular duties to meet schedule, seasonal or emergency events.
- Oversees the maintenance, repair and replacement of departmental vehicles, construction and maintenance equipment and facilities. Supervises the construction of new recreational facilities.
- Supervises and participates in all seasonal ground activities; mowing, maintenance, spring and fall clean up, winter activities.
- Supervises and participates in snow removal from roads, town buildings and grounds as assigned.
- Designates work assignments, explains procedures, enforces safety regulation, and maintains discipline. Recommends the employment, promotion, and discipline of employees.
- Supervises orientation and training of permanent and seasonal employees.
- Prepares budget recommendation and submits it to Director.
- Assists with development of equipment purchase specifications.
- Assists in preparing annual budget of unit, and purchases materials, supplies or equipment as needed.
- Prepares regular statistical and narrative reports for the Director.
- Follows all safety procedures and regulations and ensures departmental compliance.
- Reports completion of projects or assignments to Director and refers problems that require additional input and advice.
- Coordinates setup of facilities and assignment of employees when required.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical

and policy problems or changes in procedures are discussed with the supervisor.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations, and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

REQUIREMENTS

OSHA-10,
Hoisting License-2A, 4G,
Class B Commercial Driver's License with Air Brake and Tanker Endorsements

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of relevant Massachusetts General Laws related to essential functions. Knowledge of mechanical operations to diagnose equipment and facility maintenance programs. Knowledge of computers is necessary to the extent that the individual be able to correspond by email, use Microsoft Word and Excel in daily communications, and maintain an equipment maintenance and repair schedule.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public and to respond in a courteous and professional manner. Ability to work independently. Ability to manage multiple priorities simultaneously. Ability to make independent and responsible decisions.

Skills: Effective communication skills, problem solving skills and customer service skills.

WORK ENVIRONMENT

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Includes work under typical shop conditions, outdoors regardless of weather conditions, work zones, traffic and with machines/mechanical operations. May be required to be on call for 24 hours or work under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Work requires moderate and intermittent physical strength and effort daily, such as moving heavy objects, transporting the object(s), and stacking them or placing them in a vehicle or storage area. In addition, traversing, ascending/descending, installing, removing, etc., for the full workday may also be involved. A great deal of physical effort must be exerted.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Position requires the ability to ascend / descend ladders, platform, and equipment; access and negotiate difficult places and negotiate varied terrain. Ability to navigate over uneven ground frequently required.

Visual Skills

Visual demands require routinely assessing and interpreting documents for general understanding and analytical purposes. Frequent computer use. Specific vision abilities required by this job include close vision, distant vision, color vision, depth perception, peripheral vision, and an ability to focus.