



## City of Freeport JOB DESCRIPTION

**POSITION TITLE:** Public Works Drainage Supervisor

**DEPARTMENT:** Public Works      **FLSA Status:** EXEMPT      **Approved by HR:** 09-28-2020  
**Standard Work Hours:** Monday – Friday, 7:30 am – 4:30 pm. Non-standard hours may be required.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.*

**GENERAL JOB SUMMARY:** Under direction of the Public Works Superintendent, administers a comprehensive Streets, Drainage Maintenance Program for the City of Freeport; provides technical assistance to City staff in areas of responsibility; performs related work as required.

Responsibilities include planning, organizing, assigning, directing, supervising and evaluating maintenance staff and activities in primary public works functional areas, including:

- **Drainage Maintenance** – Includes street pavement, storm drainage, and sidewalk maintenance and repair, pavement legends/stripping, public signage, streets sweeping, and graffiti abatement.

**ESSENTIAL FUNCTIONS:** *Essential functions may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential functions may include, but are not limited to, the following:*

ESSENTIAL DUTIES		% of TIME
1.	Assists in the development and implementation of goals, objectives, policies, procedures, work standards and the budget for department in assigned areas of responsibility.	5
2.	Sets priorities, develops preventative maintenance programs and ensures that drainage divisions are maintained at an optimum level within cost and staffing limitations.	10
3.	Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.	5
4.	Maintain safe working conditions for the workforce and public.	5
5.	Reads and interprets engineering plans and other site documents	5
6	Provides corrective counseling and recommends or administers discipline of personnel, as necessary.	5
7.	Confers with and provides technical assistance to members of City departments on various maintenance matters; coordinates	5



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	activities of the division with those of other departments and agencies.	
8.	Conducts or directs studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of and prepares a variety of periodic and special reports regarding assigned responsibilities.	5
9.	Maintains daily work records. Prepares written reports as required including the following data: work accomplishments, accidents, anticipated work and equipment and material needs	5
10.	Represents the City in a professional manner with the public, governmental agencies; handles difficult complaints and inquiries.	5
11.	Monitors developments related to public works Drainage maintenance activities; evaluates their impact upon City operations and recommends policy and procedural improvements.	5
12.	Works closely with other members of the Public Works Management team to provide a coordinated and supportive approach to service delivery.	5
13.	Operation of heavy equipment	20
14.	Analyzes and resolves technical problems encountered on the job	5
15.	Responsible for emergency call out.	5
16.	Performs other duties as assigned.	5

## ESSENTIAL KNOWLEDGE AND SKILLS

### Knowledge:

- Principles, practices, methods and materials for municipal maintenance projects and activities
- Principles, practices and techniques related to street, drainage and equipment maintenance
- Supervisory principles and methods, including goal setting, budget preparation and administration, and employee supervision
- Safety practices pertaining to the lines of work
- Applicable state and federal laws and regulations
- Work planning, organization, project management, and scheduling techniques



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### **Skills In / Ability To:**

- Plan, organize, assign, direct, review and evaluate comprehensive municipal maintenance activities
- Select, train, motivate and evaluate assigned staff; develop, interpret policies, procedures, goals, objectives and work standards.
- Analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively with others.
- Maintain accurate records and prepare clear and concise reports and correspondence.

### **MINIMUM QUALIFICATIONS: Education, Licenses/Certifications, & Experience**

*Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.*

### **REQUIRED:**

- **Education:** Associates Degree from accredited college or university with major course work in Business Management, Construction Management, or closely related field.(experience may be substituted for education)
- **Licenses / Certifications:**
  - Requires Valid Texas CDL [Commercial Driver's License], Class B or higher. CDL may be earned within first year in position if not available when position is assumed. Requires Texas Driver's License (Class B or higher), and Safe Driving Record.
  - Heavy Equipment Operator Certification is required; may be obtained within first year in position if not available when position is assumed.
- **Experience:** Five (5) years of progressively responsible experience in the maintenance of Drainage and equipment, with a minimum of three (3) years at a crew leader level. Two (2) years of experience in light and heavy vehicle and equipment operation.

### **PREFERRED:**

- Safety training certifications preferred.

### **PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT:**

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

Tasks involve routine physical effort, which may include exerting at least 50 lbs. of pressure; lifting, pushing, pulling, and carrying objects and supplies, also at least 50 lbs. This position requires frequent walking, sitting, carrying, crouching, crawling, foot controls, balancing, reaching, and fine dexterity. Requires operation of heavy and motorized equipment. Requires continual visual and audible awareness of surroundings. May work in adverse weather conditions.

***Employee acknowledges position requirements and asserts ability to perform duties of position.***

**Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_**