Job Description

Job Title:	Infrastructure Maintenance Supervisor	Classification:	Classified
Department:	Public Works	Grade:	300
Occupational Group:	Maintenance and Trades	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; oversees day-to-day inspection, maintenance, and repair of the City of Joplin's streets, alleys, storm water and sewer collection systems.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans and assigns daily work activities of crews performing a variety of street, alley, storm water and sewer line inspection, maintenance, snow removal, and repair work.
2. Reviews work quality and quantity performed by crews to ensure projects are completed within the assigned time and in conformance with established standards, guidelines, and plans. Monitors quantity and quality of services provided by work crews to ensure safety and efficiency in operations. Takes corrective action, when necessary, to improve safety, efficiency, and customer service.
3. Supervises repair and replacement of streets, alleys, sanitary sewer lines, manholes, catch basins, and storm sewers including notifying utility companies of repair locations.
4. Maintains adequate inventory of patching materials, pipe, saddles, catch basin frames, manhole castings and covers, and precast manhole walls/cones; orders additional materials and stock as necessary to facilitate street, alley, storm sewer, and sewer line maintenance and repair activities; assists in preparing operating budget.
5. Inspects streets, alleys, storm sewer and sewer lines with a history of problems to identify potential problems; takes appropriate steps to prevent problems from occurring.
6. Responds to customer complaints regarding street, alley, storm water or sewer problems to identify problems; authorizes any corrective actions necessary.
7. Oversees contractors during emergency operations, special events, and road closures.
8. Performs a variety of work including operating a variety of maintenance equipment, as needed, to assist subordinate workers in completing assigned projects in a timely manner.
9. Trains, coaches, and develops personnel in procedures/techniques for completing assigned projects efficiently and in compliance with safety procedures and obtaining required training and licensure. Inspects work crews to ensure safety procedures, policies and standards are routinely followed.
10. Inspects equipment for defects; supervises repair of minor problems. Refers equipment repair needs to the Central Garage.
11. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
12. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
13. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director

issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

14. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
15. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Basic principles and practices of supervision and training; methods, materials, and equipment used in street maintenance and repair; location of main sewer lines in the City of Joplin; location of main sewer lines which have a history of stoppage problems; City Personnel Rules and Regulations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City staff and the public; understanding and following written and verbal instructions; planning, coordinating, assigning, and reviewing the work of staff; analyzing work volume and efficiently utilizing staff resources to accomplish unit objectives; resolving day-to-day questions and problems regarding materials, methods, and procedures for completing assigned projects; using and operating variety of tools and equipment used in completing assigned projects; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Three years full-time street and/or sewer construction or maintenance including equipment operation experience required. Prior supervisory or lead worker experience preferred.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) throughout employment.

Physical Demands Requirements and Working Conditions

This position works predominantly outdoors but may perform work in an indoor environment. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of

equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, extreme temperature conditions, and no direct exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Requires training and work in trenches and confined spaces. Subject to emergency call-in as needed.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	