

City of Vicksburg Job Description

Job Title: **Supervisor**
Department: **Street and Right of Way**
Reports To: Superintendent
Prepared By: CVH/TMJ
Prepared date: January 4, 2014
Approved by Antoinette Bradley, June 2018

Summary

Directs and supervises general and special operations of the Street Department by performing the following duties personally or through employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans, organizes, and supervises a crew of skilled, semi-skilled, and unskilled workers engaged in the construction, alteration, maintenance, and repairs of streets, sidewalks, drainage ditches, bridges, etc.

Makes final inspection of major construction projects completed by contractors.

Supervises and sets priority in work assignments.

Must be able to operate all tools, light equipment, and heavy equipment used by the Street Department and be able to train others in the use of all equipment.

Responsible for interviewing, training, and evaluation of employees.

Plans and organizes specifications on purchases.

Coordinates work activities with other departments.

Responsible for maintaining inventory records for the Street Department.

Assists with and supervises the application of pesticides to control mosquitoes.

Calibrates and maintains ULV machines.

Supervisory Responsibilities

Directly supervises the employees in the Street Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (G.E.D.) and at least two years of supervisor experience. Must have prior experience with street construction, maintenance, and repair.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concept of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and word processing software.

Certificates, Licenses, Registrations

Must have and maintain a valid Mississippi Driver's License. Must have or been able to obtain a Mississippi Certified Commercial Pesticide Applicators License for Mosquito Control.

Other Skill and Abilities

Must have good leadership skills; Must have knowledge of calibrating and maintaining an ULV machine.

Other Qualifications

Overtime, flexible work schedule, and on-call status may be assigned if needed with little or no advanced notice.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet/and or humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibrations. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually loud.