

SUPERVISOR OF OPERATIONS

(City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves overseeing the daily operations of three divisions within the Department of Public Works of the City of Olean; Streets, Mechanics and Parks. Duties are performed under the general supervision of the Director of Public Works with wide latitude allowed for the exercise of independent judgement when deploying personnel and equipment. Incumbents of this class provide general supervision over Senior Street & Sewer Maintainer, Senior Mechanic, and Senior Parks Maintainer as well as subordinate Streets, Mechanics, and Parks employees. A Supervisor of Operations does related work as required

TYPICAL WORK ACTIVITIES:

- Schedules start-up of projects;
- Assigns and reassigns personnel and equipment as needed for projects underway;
- Visits worksites to assess progress;
- Oversees preparations for winter snow removal;
- Briefs the Director of Public Works on the status of daily operations;
- Calls out road crews and parks crews for snow and ice control;
- Moves crews as required by changing winter road conditions;
- Coordinates vehicle maintenance with the Senior Mechanic;
- Interviews prospective employees;
- Administers personnel policy for Streets, Parks and Mechanics Divisions, including employee evaluation, discipline, and safety;
- Investigates accidents involving DPW personnel and equipment;
- Advises the media and public of road conditions;
- Explains department operations to the public;
- Establishes and maintains rules and guidelines for an effective fleet management program;
- Makes recommendations on equipment purchases by reviewing local and state bids;
- Helps locate suppliers of unusual or scarce vehicle and equipment service parts;
- Supervises maintenance of City Garage facility;
- Responsible for work planning, organizing, scheduling and supervising in grounds and buildings as assigned to the Department of Public Works;
- Schedules, organizes, and plans maintenance activities of all athletic fields, buildings and recreational areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of equipment, materials, and techniques of road construction and maintenance; thorough knowledge of winter snow and ice removal procedures; thorough knowledge of terminology, tools, and safety precautions associated with automotive maintenance; working knowledge of occupational safety and health principles applicable to road construction and maintenance; working knowledge of automotive equipment and methods associated with its maintenance; working knowledge of road construction and maintenance; good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; good knowledge of the operations of trucks, tractors, and other types of automotive equipment used in parks operations; manual dexterity; ability to understand and assist in the preparation of specifications for automotive and related equipment; ability to plan, organize, and supervise the work of others; ability to maintain records and prepare reports; ability to estimate cost of and to oversee construction of small structures and repair of existing structures; ability to

plan and coordinate projects underway at different locations; ability to interpret plans, charts, and drawings; ability to administer department personnel policy; ability to supervise the work of others; ability to communicate effectively orally and in writing; ability to explain department activities to the media and public; ability to drive an automobile, snow plowing truck with spreader, mowers, tractors; courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS : Either:

1. Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in Civil Engineering Technology or closely related field **and** one year of experience supervising road construction, road maintenance activities or other civil engineering projects which included the regular use of a personal computer to create and maintain correspondence, spreadsheets and plan drafting; OR
2. Graduation from an accredited two year college with an Associate's Degree in Civil Engineering Technology or closely related field **and** three years of experience supervising road construction, road maintenance activities or other civil engineering projects which included the regular use of a personal computer to create and maintain correspondence, spreadsheets and plan drafting; OR
3. High school graduation or possession of a high school equivalency diploma and five years of experience supervising road construction, road maintenance activities or other civil engineering projects which included the regular use of a personal computer to create and maintain correspondence, spreadsheets and plan drafting;

SPECIAL REQUIREMENT: Possession and maintenance of an appropriate level driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/6/2009

Revised: 5/4/2016