

CITY OF CHATTANOOGA

Classification Specification Title: General Supervisor

Department: Public Works

Pay Grade: GS.10

Supervision Received From: Mgr. Street Maintenance

FLSA Status: Exempt

**Supervisory Responsibility For: Crew Supv 3, Crew Leader,
Truck Driver, City Laborer, Crew Worker**

Established: 6/29/07

Revision Dates: 4/2/25;

1/28/25; 10/20/23; 10/06/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordinating and supervising operations of an assigned department/division, to include scheduling projects, coordinating equipment and manpower, processing documentation, and overseeing work activities involving street/roadway construction/maintenance, wastewater treatment plant maintenance, sewer construction/maintenance, stormwater system maintenance, parks/recreation facility maintenance, building maintenance support, grounds maintenance, equipment maintenance, building systems analysis, maintenance/construction planning, preventive maintenance planning, and/or other City projects.

Supervises and assists in performing support and operational system functions that contribute to overall business operations. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The General Supervisor is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; participates in the hiring process; conducts or coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals; ensures compliance with established quality standards; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes/prioritizes projects and makes work assignments; consults with assigned staff; assists with complex/problem situations and provides technical expertise.

Performs administrative work associated with supervision of projects; reviews/processes employee timesheets; reviews/approves leave requests; maintains operation files and historical

data on operations; prepares periodic progress reports; completes required forms and paperwork; provides budgetary input; assists in developing long-term plans/goals for the assigned area.

Manages projects; reviews and processes incoming work orders; determines necessary equipment and materials to conduct projects.

Ensures availability of adequate equipment/materials to conduct projects; determines optimum methods of project completion; schedules projects; inspects job sites prior to commencement of work; ensures proper traffic control at job sites; monitors status of work in progress and troubleshoots problems; monitors work quality and inspects completed work.

May supervise and directs the implementation of administrative operations, data and records management, clerical support, program research, workflow development, budgeting, Geographic Information System (GIS) applications, and reporting processes; develops and implements lifecycle prediction programs.

Supervises and assists in performing work associated with signs, paint and the crew. Inspects job and records completions of assigned repairs are in compliance with State and Federal guidelines.

May supervise and assist in performing work associated with street/roadway construction/maintenance projects, which may include patching potholes, constructing and paving roadways, maintaining bridges, clearing right-of-ways, cutting vegetation or sweeping City streets; inspecting City streets to identify potential problems or necessary repairs.

Inspects streets for sight distance code violations and litter.

May supervise and assist in performing work associated with parks/recreational facility maintenance projects; builds or maintains athletic fields, playing surfaces, tennis courts, recreational facilities and equipment, playgrounds and natural ice skating areas; monitors greenhouse operations, orders plants, and monitors scheduled plantings, care, and relocation of annuals, shrubs and trees; draws plans for ball fields, playgrounds, tennis courts, roads, parking lots or other areas; oversees mixing, use and disposal of chemicals; coordinates setup of bleachers, picnic tables and other equipment for events; coordinates projects with landscaping/grounds maintenance personnel.

May supervise and assist in performing work associated with grounds maintenance which may include mowing/edging grass, cutting weeds, spreading seed, watering grounds, raking ground surfaces, applying fertilizer/pesticide, plowing/shoveling snow or lifting/moving heavy materials.

May supervise and assist in performing work associated with construction, maintenance or repair of buildings and related systems, which may include performing building repairs, minor carpentry, concrete work, painting, welding, brazing or cutting metal; performs plumbing work such as repairing leaking faucets, installing water lines for pools, repairing steam pipes, installing toilets or repairing flush meters; supervises setup and removal of tables, chairs, stages and other fixtures for meetings/events.

Drafts construction plans and prints for projects; writes specifications for projects, contracted services, equipment and materials.

Assigns projects to outside contractors as appropriate; monitors, coordinates and evaluates work performed by outside contractors.

Monitors inventory of department equipment, materials, tools, and supplies; researches sources, prices, and quality of various equipment, materials, supplies, and services; initiates requests/orders for new or replacement items; writes specifications for the purchase of vehicles or equipment.

Operates a variety of machinery, equipment, and tools associated with projects and work activities as needed; oversees and coordinates general/preventive maintenance necessary to keep vehicles, equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; plans and coordinates regular maintenance or necessary repairs.

Coordinates staff assistance for emergency situations such as inclement weather, natural disasters, holes in the pavement, downed trees in streets or other situations. Prepares or completes various forms, reports, correspondence, schedules, production reports, purchase vouchers, attendance records, overtime reports, accident reports, performance appraisals, drawings, and other documents.

Receives various forms, reports, correspondence, work orders, purchase vouchers, invoices, timesheets, leave requests, attendance records, accident reports, job specifications, blueprints, architectural drawings, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; producing routes to optimize efficiency; utilizes word processing, spreadsheet, database, email, and other programs.

Communicates with supervisor, employees, other departments, city/state officials, business leaders, engineers, consultants, contractors, vendors, service providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information or resolve problems.

Coordinates work activities with those of other divisions, other departments, contractors, consultants, outside agencies or others as needed; notifies Traffic Division, Police Department, and Fire Department of road closings or detours due to construction/repair projects. Responds to complaints and questions related to department operations and activities; provides information, researches problems and initiates problem resolution.

Attends and participates in meetings with employees, department/City personnel, contractors, vendors or others as appropriate.

Maintains comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Uses, carries and answers cell phone calls for business purposes as determined by the assigned job duties and the Department Head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any division within the department.

Performs other related duties as required.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

When working in Public Works: Assists the Traffic Engineering department to ensure federal and State guidelines are followed.

MINIMUM QUALIFICATIONS: High School Diploma or General Education Diploma (GED); supplemented by vocational/technical training in equipment operation and maintenance work in the area of assignment; three (3) years of experience and/or training that includes supervision of maintenance projects in the assigned area, commercial or public grounds maintenance, or irrigation operation and repair; and three (3) years of supervisory experience or any equivalent combination of education, training, and experience.

LICENSING AND CERTIFICATIONS: Valid Class D Driver's License TN Collections 2 Operator's License preferred for some positions TN Pesticides Applicators License preferred for some positions

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of supervisory principles; landscape maintenance principles and practices; irrigation system maintenance principles; procurement principles and practices; horticultural principles; turf management principles; applicable equipment, materials and tools used in grounds maintenance activities; characteristics and care of plants, trees and grass common to the area; irrigation principles work scheduling principles; applicable tools and equipment of the trade; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; City geography; industry standards and specifications; recordkeeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; developing and administering budgets; reading blueprints, schematic drawings, and/or construction drawings; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; overseeing the maintenance of a variety of equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; operating applicable tools and equipment of the trade; preparing and

maintaining a variety of reports and records; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up-to 50 pounds of force occasionally and/or up-to 20 pounds of force frequently and/or up-to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, oils, extreme temperatures, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.