

**TOWN OF HUDSON
PUBLIC WORKS
DEPARTMENT**

**PUBLIC WORKS DEPARTMENT
SUPERVISOR**

JOB SUMMARY

Supervises and coordinates activities of a number of work crews engaged in a variety of public works projects involving the construction, maintenance and repairs of the drainage, sanitary sewer systems and water systems.

SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works, who provides policy guidance and general work schedules. Work is evaluated through conferences and regular inspection of projects and in terms of overall effectiveness and economy of operations. Exercises considerable judgment in determining work assignment priorities, use of equipment and manpower utilization.

SUPERVISION EXERCISED

Directs division employees performing both skilled and unskilled manual labor and operating motor equipment. Reviews work of subordinates in progress and on completion as to conformance with instructions, timeliness, and technical adequacy. In the absence of the Director of Public Works supervises all department employees to include division foremen and a moderately large workforce of personnel.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Plans, assigns, and inspects the work of a number of crews in the construction, repair, alterations, and maintenance of the drainage and sanitary sewer systems. Responsible for sanitary sewer inspections. Assists in the oversight of water utility projects.
2. Interprets work orders, specifications or other instructions, and explains required procedures as needed and continuously inspects work in progress for conformance to plans and instructions; checks for employee safety.
3. Supervises workers and coordinates activities at various locations, performing duties relative to the construction, maintenance, and repair of the drainage and sanitary sewer systems and the water system as needed. Instructs and trains subordinates in the safe operations and practices in trench shoring of excavations, equipment and tools used.

4. Reviews and investigates complaints of residents and dispatches crews as warranted.
5. Maintains and prepares reports on completed work; schedules and approves leave request; evaluates performance of subordinates.
6. Participates in the preparation of the annual departmental budget through the complete preparation of some materials for the departmental review and other related activities as directed by the Director of Public Works.
7. Keeps the Director of Public Works advised of unusual problems or delays; works with the Director of Public Works in planning work priorities and developing details for carrying out projects and reviews completed projects.
8. Responds to off hour emergencies as required.
9. Assists with all snow removal operations as needed.
10. Performs all other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the materials, methods and techniques used in construction and maintenance of drainage and sanitary sewer systems. Knowledge of the operations and maintenance of water utility systems. Knowledge of effective labor supervision techniques. Knowledge of hazards and safety precautions entailed in work activities. Knowledge of the types and uses of heavy equipment related to construction and cleaning of sewer lines. Ability to layout work and supervise a number of work crews performing construction and maintenance tasks. Ability to work from sketches, blueprints, plans and to understand and transmit oral and written instructions. Ability to keep records and prepare reports. Ability to communicate with subordinates and general public, either in oral or written form.

MINIMUM QUALIFICATIONS REQUIRED

High school graduation supplemented by one year course work in planning or sewer construction or water utility system operations and maintenance and five years of service in drain and sewer construction and maintenance; OR any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities. Possession of a valid New Hampshire Commercial Driver's License (CDL) is required. Water Distribution Grade 3 License preferred, but not required.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Occasional physical effort required in walking, sitting, standing, climbing and stooping while performing work under a variety of physical and climatic conditions.