

CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

**DONALD R. GREBIEN
MAYOR**

INTERNAL/EXTERNAL BIDS

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE	SALARY RANGE
1	Public Works	Highway	Highway Supervisor	9T-	\$48,035.53-\$55,090.65

Scheduled Hours: Monday – Friday 7AM to 3:30 PM

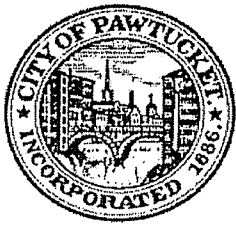
Minimum requirements upon application:

- **Associates Degree from a two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.**
- **Knowledge of maintenance, construction, equipment and civil engineering, as well as experience in a supervisory position.**
- **Must be computer literate in Word, Excel, and other similar software. Knowledge of the MUNIS system preferred.**
- **Valid Commercial Driver's License.**

****Job Specifications are posted in the Personnel Division for your review****
Candidates must meet minimum qualifications as stated in job description

Application Period: April 1, 2019- Until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: HIGHWAY SUPERVISOR
Department: PUBLIC WORKS
Affiliation: AFSCME Local 3960
Reports To: PUBLIC SERVICES MANAGER
Pay Grade: 9T
Prepared By: EJE
Prepared Date: March 2019
Approved By: SM
Approved Date: 4/2019
Revised Date: 4/2019

SUMMARY

Directs and coordinates activities associated with the Highway Division. Specifically, they will determine the utilization and work of the Highway Division. Coordinates resource with other DPW divisions. Supervises the reconstruction, repair, and maintenance of the City's streets and bridges. Establishes work methods and procedures. Evaluates and disciplines employees within the Highway Division. Coordinates equipment maintenance with the acting fleet supervisor. Plans and implements reconstruction programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following, others may be assigned:

- Supervises construction, maintenance, and repair of streets, bridges, sidewalks, cemeteries, street sweeping, and other right-of-way concerns. Prioritizes projects, allocates resources, and inspects work
- Holds supervisory responsibility for Highway Division employees. Plans and schedules work activities, as well as providing assistance with hiring, evaluations, promotions, discipline, new employee orientation and training needs
- Receives and responds to public inquiries and customer service requests regarding street and right-of-way repairs; notifies customers of action to be taken and the timeframe within which the work will be completed
- Responsible for coordinating and assigning personnel to perform work requested, complete on-going projects, or to assist craft workers, considering such factors as priority of project or work, type of work, and available human resources in labor pool including reassigning workers to meet unforeseen emergencies or work requests and supervises emergency crews during storms and emergency situations

- Prepares activity reports on utilization of labor pool human resources, status of projects and workers assigned work with other departments.
- Prepares weekly payroll for Highway Division
- Prepares bid documents and construction estimates, as necessary
- Prepares payment requisitions, purchase orders and other finance operations, as necessary
- Supervising employees and resolving informal grievances
- Responding to emergency related to the Highway Division situations as they arise
- Working with other City Departments as directed by their supervisors
- Dealing with personnel concerns; training employees; evaluating new employees; disciplining employees; addressing personnel complaints and resolving problems
- Performs other work as requested by their supervisors

SUPERVISORY RESPONSIBILITIES

Directly supervises a group of employees. Carries out supervisory responsibilities in accordance with the City of Pawtucket policies and applicable laws.

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. Must be computer literate in Word, Excel, Outlook, and other similar software. Knowledge of the MUNIS preferred.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience. Needs knowledge of maintenance, construction, equipment and civil engineering, as well as experience in a supervisory position.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as areas, volumes, and estimates associated with construction activities. These typically include generating estimates for construction work. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

This position involves working in the field with potentially unknown existing conditions. This position must be able to apply logical reasoning to solve these problems and deal with a variety of variables to come up with the best solution. Ability to interpret a construction plans and instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Commercial Drivers' License (CDL) required.

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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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 frequently exposed to outside weather conditions. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.