



City of Milford

Streets & Utilities Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: 3 years of experience in maintenance and construction of streets and utilities; NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 training; FEMA IS-700, FEMA IS-800 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license and Class B CDL (Minimum) required. Valid Medical Examiner's Certificate is required. Must pass pre-employment testing for substance abuse, criminal background and motor vehicle driver's license history. Subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Public Services Superintendent

Supervisory Responsibility: Small group of employees

Primary Work Location: In/around and out of the city with possible exposure to extreme environments, with reporting, office duties and meetings at the Public Works facility.

Job Summary: Perform difficult skilled and technical work in the installation, maintenance, repair and construction of municipal streets and utilities. The Supervisor shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, and personal accountability and responsibility. The required skills may also include designing and supporting creative team work arrangements with other Divisions of the Department such as interchangeably loaning and borrowing personnel for critical tasks when sufficient personnel resources are not available.

The Streets & Utilities Supervisor shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Streets & Utilities Supervisor shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Supervise crews assigned to street and utility water and sewer line maintenance.
- B. Check equipment daily for availability with maintenance shop.
- C. Oversees routine waterline and sewer line flushing program.
- D. Oversees the daily operation of the street and utilities division.
- E. Responds to complaints from the public.
- F. Keeps records and makes reports.
- G. Plans and oversees work for emergency situations.
- H. Oversees various construction projects.
- I. Oversees the completion of work orders.
- J. Responds to and oversees the repair of waterline leaks and sewer back-ups.
- K. Installs water lines, sewer lines, valves and manholes, and inspects work completed.
- L. Oversee the maintenance of fire hydrants.
- M. Dispatch crews and check the progress of work performance.



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- N. Creates and carries out Annual Rotating Maintenance Calendar for Public Works.
- O. Respond to customer complaints.
- P. Maintain effective working relationships with co-workers.
- Q. Supervise the operation of construction equipment and power tools in the area.
- R. Coordinate and support work activities with other city departments/divisions.
- S. Work with crews completing snow removal and repairing streets, waterlines, and sewer lines.
- T. Check for damaged signs, and other problems.
- U. Check for damaged storm drains.
- V. Assist in various duties after hours as required, including on-call, special events and weather-related emergencies.
- W. Assists with annual budget and capital improvement plan.
- X. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and practices of construction, repairs and/or maintenance in street and utilities
- Occupational hazards and safety precautions of the work

Skills

- Communication- able to understand written and oral communication.
- Supervisory

Abilities

- Prepare plans and detailed reports.
- Supervise the work of skilled, semiskilled or unskilled workers on a large scale over a wide area.
- Establish effective working relationships with others.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Administrator:
