

**CITY OF THOMSON, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE:	STREET and SOLID WASTE SUPERVISOR	DEPT. CODE:
DEPARTMENT:	STREET/SOLID WASTE	DATE LAST REVISED: 03/11/2024
REPORTS TO:	DIRECTOR OF STREET & SOLID WASTE	

JOB SUMMARY:

This position assists the Director of Street & Solid Waste in overseeing and managing the street maintenance, street improvement operations, solid waste yard waste crews, and insures proper care, operation and maintenance of City trucks and equipment. Additionally, this position and department is required to perform general maintenance/rehab tasks on City-owned property, as required. Ensure services are provided to the public efficiently and effectively. This position supervises and regularly participates in the work of the crew as assigned. Administrative duties as assigned.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Carries out supervisory responsibility in accordance with City policies, procedures, and applicable laws including: training employees in job skills; assisting with planning, assigning, and directing work, addressing complaints and resolving problems.
- Monitors use and maintenance of trucks and other related equipment; schedules preventive maintenance and other repairs as necessary.
- Trains staff in activities including operation and safety of dump trucks, air sweeper, tractor, and equipment.
- Prioritizes, plans, and assigns work.
- Oversees crews engaged in street maintenance, street repair work, and some building maintenance/rehab as needed.
- Oversees driveway pipe installations and repairs.
- Oversees ditch repairs.
- Directs traffic around work sites, construction, and maintenance areas; flags cars.
- Manages department payables, payroll, and administrative policy.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safe work practices.
- Knowledge of equipment maintenance techniques.
- Knowledge of occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
- Knowledge of the geography of the City including major streets and landmarks.
- Skill in effective and safe use of hand and small power tools.
- Skill in operating backhoe and front-end loader.
- Skill with regard to setting up, pouring, and finishing concrete.
- Skill in a variety of general carpentry tasks, including but not limited to, drywall installation and repair, installing and framing doors/windows, door locks, shingles, and roofing repairs, electrical fixtures, and receptacles/switches installation and repair.
- Skill in a variety of general plumbing tasks, including but not limited to, interior plumbing such as fixture installation with associated general repair and exterior plumbing such as spigots/piping.
- Ability to take and follow oral or written instructions.
- Ability to give directions and gain compliance from subordinates.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to interpret, apply, and establish rules, regulations, policies, and procedures.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to perform strenuous and routine work.
- Ability to work overtime on weekends and holidays, as needed.

SUPERVISORY CONTROLS: The Director of street and Solid Waste provides continuing or individual assignments by indicating generally what is to be done. This employee uses initiative in carrying out

recurring assignments independently without specific instructions. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods.

SCOPE AND EFFECT: The purpose of this position is to ensure the effective and efficient operation of the Street and Solid Waste Department by overseeing and assisting the work of department employees. Additionally, this position and department may be called on to perform general maintenance/rehab tasks on City-owned property, as required. The work consists of technical and supervisory functions in the areas of street maintenance and equipment and building repair/maintenance/rehab, in conformance with established criteria.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The work is typically performed with the employee walking outdoors, climbing ladders, performing excavations, walking stairs, driving vehicles, sitting in vehicles, reaching with hands and arms, stooping, stretching, crawling, and crouching. While performing the essential functions of this position, the employee is regularly exposed to weather conditions, especially cold and hot temperatures, humidity, rain, and sun. The employee is also exposed to airborne irritants, fumes, dust, gases, noxious odors, vibrations, electrical shock, and moving mechanical parts. The incumbent's working conditions are typically very loud. The work may require considerable and strenuous physical exertion, such as lifting heavy objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position oversees the work of others in the Street and Solid Waste Departments as outlined by the Director of Street and Solid Waste.

MINIMUM QUALIFICATIONS REQUIRED:

- High school diploma or GED; and,
- Three years of progressively responsible related experience, including experience in a crew leader capacity; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Knowledge and level of competency commonly associated with completion of specialized training in the field or work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid CDL A driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

file: Street Supervisor

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.