

ASSISTANT SUPERVISOR - PUBLIC WORKS*

Function of Job:

Under general supervision of designated supervisor, assist in the supervision of public works operations and operate all associated equipment, as required.

Characteristic Duties and Responsibilities:

1. Assign work and provide front-line supervision for pavement maintenance, construction, storage of material, support of underground utility distribution maintenance, snow removal/ice control, and refuse, recycling and solid waste disposal.
2. Operate all equipment related to support requirements.
3. Estimate equipment, materials and operator requirements for specific work projects; plan, and allocate equipment, taking into consideration project/maintenance requirements; schedule and supervise project until completion.
4. Supervise personnel in activities related to pickup, loading, unloading, storage, disposal/delivery of goods, material and other college/university property.
5. Assist with personnel hiring and job performance evaluations.
6. Recommend to manager appropriate construction/maintenance equipment and supply needs.
7. Supervise college/university special events, and maintain inventory control/appropriate records on special events inventory.
8. Provide training and safety related awareness for all aspects of the department to which assigned.
9. Provide data entry information for the department's landscape/grounds maintenance plan, pavements plan and departmental inventory.
10. Recommend to manager modifications in procedures that may affect improvement in overall department productivity for grounds/roads.
11. Report to work as required under emergency conditions, such as utility breaks and snow storms.
12. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school/vocational high school graduation and four years experience in construction or utility work with related equipment.
2. Ability to supervise work performed and ensure the proper use of all equipment/tools.
3. Willingness to respond to off-hour calls for emergencies.
4. Good communication, interpersonal and public relation skills.
5. Must hold valid Commercial Driver's license (CDL Blass B.)
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
7. Must be able to wear and use appropriate personal protective equipment, as necessary.
8. Must pass drug and alcohol screening tests as mandated by Department of Transportation agency regulations.

12/6/04

System Approval

12/6/04

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved as "Assistant Foreman" on 12/8/76 and revised under current title 12/11/80 and 3/15/94.