

SUPERVISOR - PUBLIC WORKS

Function of Job:

Under general supervision of designated administrator, manage, supervise, and perform assigned public works operations, such as central receiving, moving, recycling, and special events, including supervision of staff and budget management.

Characteristic Duties and Responsibilities:

1. Hire, train, supervise, evaluate staff and provide professional development opportunities.
2. Prioritize campus needs in public works areas of responsibility and schedule resources to meet those needs.
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. Provide recommendations for departmental changes in policies and procedures and manage implementation of changes.
5. Supervise operation of equipment related to areas of support and recommend purchase of new equipment as needed.
6. Assist in preparation and review of contracts under areas of supervision.
7. Supervise special events and other public works areas, and maintain inventory control.
8. Perform daily operational tasks as needed.
9. Provide training and safety related awareness for department as needed.
10. Using appropriate software applications, maintain records and reports as required.
11. Supervise work as required under emergency conditions, such as utility breaks.
12. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree and two years related experience in operations management, high school and four years' experience, or combination of higher education and related experience equal to four years.
2. Supervisory experience.
3. Knowledge of safety practices and OSHA guidelines.
4. Good communication, interpersonal and public relation skills.
5. Computer skills as required by department.
6. Possession of valid commercial driver's license.
7. 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.
8. Ability to wear and use appropriate personal protective equipment, as necessary.

4/25/04
System Approval

3/01/04
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.