



Job Title	Public Works Asset Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	4	Job Code	12760

Class Specification – Public Works Asset Supervisor

Summary Statement:	
<p>The purpose of this position is to provide professional program management and coordination of activities responsible to identify, locate and mark the location of all City-owned facilities for damage prevention. This is accomplished by evaluating and implementing processes and procedures, developing program budgets, supervising staff for operational program planning, training, and work expectations. Respond to incidents to determine fault when damage occurs and coordinate restoration of damaged infrastructure with asset owners. Respond to customer complaints; interact with contractors, coworkers, the public, and other agencies for assigned program and partnerships.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Perform program planning and supervisory duties by supervising staff for planning, implementing, and tracking annual program. Supervise and oversee staff inspections for day-to-day operations; approve timesheets and work expectations; direct and gather real-time data for the Locate Program. Train, build performance plans, correct team member behavior, and conduct regular team meetings.
30%	Monitor internal and external customer feedback and provide recommendation for training to improve stakeholder relationships.
15%	Conduct financial planning and budget management by tracking material budget and ventures; track and approve invoices; and estimate yearly program costs.
5%	Performs emergency responses by coordinating with asset owner, Risk Management, and team members during damaged infrastructure events. Calculate cost of damage infrastructure and seek restitution with Risk Management.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in Business Administration, Information Technology, Computer Science, GIS, or related field.

Experience: Three years of full-time responsible experience in program administration including two years of supervisory/lead experience.

Education and Experience Equivalency:



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One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

Supervision Received:

Receives General Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never



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Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, asset management software, GIS software, and GPS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2022