

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY**

POST DATES 9/5/14 TO 9/15/14

CLASSIFICATION TITLE: FIELD SUPERVISOR I

JOB CLASS (GRADE):

MINIMUM SALARY: \$15.13 per hour

WORK WEEK: MON-THUR WORK HOURS: 7:00 A.M.-5:30 P.M. (Subject to on-call)

DEPARTMENT: PUBLIC WORKS - STREETS

DEPT. HEAD: STEVE PETTIS

(X) REPLACEMENT () NEW REQUIREMENT

Job Summary: This position is responsible for supervising a work crew in the performance of road maintenance and construction, drainage maintenance and any/all other public works activities.

Duties and Responsibilities:

1. Supervises the work of a crew involved in constructing, repairing and maintaining county roads, rights-of-ways, bridges, drainage systems, signs and other public works activities; crews may consist of county employees and/or prison inmates
2. Assigns and directs the activities of laborers, truck drivers, mowing machine operators, equipment operators and other subordinate employees
3. Meets with the public to discuss and evaluate service requests
4. Completes required reports on daily activities
5. Inspects work of an assigned crew to ensure accuracy and completeness
6. May operate heavy and light equipment, including a bulldozer, backhoe and motor grader
7. Operates a variety of hand and powered tools such as a jack hammer, chipper, tamp, and chain saw
8. Responsible for traffic control at work sites
9. Responsible for the safe operation of an assigned county vehicle, including the performance of routine vehicle maintenance such as lubrication and checking air, oil, water and other fluid levels
10. Performs other related duties as assigned.
11. Field Supervisors are required to rotate 'on call duties' on a weekly basis with other Field Supervisor, Crew leaders, and Heavy Equipment operator.
12. CDL Driver Licenses preferred but not required.
13. Emergency Overtime will be required on an as needed basis.

Minimum Qualifications

1. High School or GED
2. Experience in the supervision of a work crew, preferably involved in public works activities: Level I – 1-3 years, Level II – 3-5 years, Level III – 5-10 years
3. Basic knowledge of county geography, including street and utility locations, preferred
4. Basic skill in the safe operation of equipment such as a motor grader, bulldozer, dump truck, excavator, tractor and backhoe
5. Skill in use of hand and power tools such as chipper, trimmer, chainsaw, concrete saw, jackhammer and level
6. Skill in performing preventive maintenance on equipment
7. Skill in street and drainage system maintenance and construction techniques
8. Skill in supervising the work of others
9. Skill in oral and written communication
10. Must be skilled in all aspects of concrete work such as grading, forming, pouring, finishing and dressing the final product according to departmental standards. Also, skills involving masonry work to include footings, brick and block work required.

Working Conditions

1. Works outdoors at work sites

2. Frequent exposure to noise, dust, dirt, machinery with moving parts and inclement weather
3. May require the use of protective devices
4. May work under heavy traffic conditions
5. Work involves sitting, standing, stooping, bending, crouching and walking
6. Occasionally lifts light and heavy objects
7. Uses tools and equipment requiring a high degree of dexterity
8. Required to work beyond normal hours during inclement weather or other emergency

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department or apply online at www.maconbibb.us. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days or ten (10) for Police, before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER