



Filing Deadline: November 10, 2017

**City of Coeur d'Alene
Equal Employment Opportunity
Field Supervisor**

Description: The Field Supervisor plans, supervises, and performs duties to facilitate the Street Division's daily operations in the maintenance and construction of City streets, rights-of-way, stormwater systems, alleys, swales, concrete curb and sidewalk, bridges, guard rails, signs, and other City public areas. The position supervises and works with journey-level, entry-level, and seasonal employees operating medium and heavy equipment in the construction and maintenance of City streets. Work is performed on City streets, rights-of-way, stormwater systems, alleys, swales, concrete curb and sidewalk, signs, and signals. The position is under the general supervision of the Assistant Street Superintendent, although considerable leeway is allowed for independent judgment and initiative. This position works closely with the Engineering Department and may take direction from the City Engineer and/or Stormwater Coordinator when performing related work tasks. The principal duties of the position are performed in a public building and in an outdoor environment in adverse weather conditions and hazards involving the use of hand tools and motor vehicles.

Wage and Benefits: Starting wage is \$21.65 per hour (current maximum is \$30.46 per hour); eligible for an increase after 12-months of service with standard or above evaluations. The position is supplemented by a generous employee benefit package (summary of benefits) and membership in PERSI (Public Employee Retirement System of Idaho) is required.

Acceptable Experience and Training: High school diploma or GED equivalency; and five (5) years progressively responsible experience in all aspects of street department duties, including three (3) to five (5) years' of supervisory experience; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Certified first aid and CPR card;
- Flaggers Certification Card;
- Class "A" CDL with airbrake and tanker endorsements.

Knowledge, Skills and Abilities

Knowledge of:

- Methods, materials, tools, and standard practices of construction and maintenance of City streets, rights-of-way, stormwater systems, alleys, swales, concrete curb and sidewalk, bridges, guard rails, signs, and other City public areas;
- Employee supervision, training, scheduling, mentoring and work assignment methods and techniques;
- Methods, materials, procedures, and standard practices of street repair, including concrete and asphalt repair, removal, and replacement;
- Methods, materials, procedures, and standard practices of snow removal and control of snow and ice, including plowing, hauling, sanding, and de-icing;
- Engineering plans and specifications, particularly relating to streets and stormwater drainage and structures and systems;
- The city's signal grid;
- City's construction standards, specifications and policies;
- Federal Manual on Uniform Traffic Control Devices (M.U.T.C.D.);
- Sign and signal construction;
- Signal controller programming and trouble shooting;
- Leadership and supervisory methods and techniques;
- City and other applicable safety policies and procedures;
- Materials, grades, and machinery involved in the construction and maintenance of stormwater systems;

- Safety standards associated with construction and maintenance activities such as the proper usage of heavy equipment and tools;
- City policies and procedures as they pertain to the Street Maintenance Department;
- City code, policies, standards and procedures;
- Principles and practices of effective supervision.
- Stormwater standards and regulations, knowledge of the principles and techniques related to construction of surface and subsurface piping, culverts, catch basins, grass infiltration areas (grassy swales) and other stormwater drainage systems;
- Ecological principles associated with the urban runoff and watershed management and Best Management Practices (BMPs) relating to stormwater;
- Legal liabilities associated with ADA Compliance, stormwater and street maintenance activities;
- Right-of-way laws and ordinances, knowledge of budget development and public financial management concepts.
- Sidewalk and PED ramp ADA compliance standards and regulations, knowledge of the principles and techniques related to construction in City right-of-way.
- General accounting principles and practices;

Ability to:

- Plan, supervise and perform duties to facilitate the Department's daily operations in the maintenance and construction of City streets, rights-of-way, stormwater systems, alleys, swales, concrete curb and sidewalk, bridges, guard rails, signs, and other City public areas;
- Supervise, train, schedule, and assign work to employees;
- Make independent decisions using good judgment;
- Operate a motorized vehicle including but not limited to a paint striping truck, snow plow, sand and salt truck, backhoe, fork lift and smaller equipment and tools;
- Operate a personal computer using programs appropriate to assigned duties;
- Communicate effectively with the public and other employees;
- Effectively assign, monitor and evaluate assignments;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Work flexible hours and be available at all times for City emergencies;
- Read project blueprints and run transits and laser levels;
- Operate a motor vehicle;
- Communicate effectively and establish and maintain working relationships with other employees, the public, the media and customers including in difficult and sometimes adversarial circumstances
- Maintain important records efficiently and accurately and to prepare clear and concise reports related to performance evaluation/records.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Supervises heavy equipment operators, through coordination with Assistant Street Superintendent, involving street maintenance, sign and signal maintenance, sidewalks, PED Ramps and stormwater maintenance activities;
- Schedules and coordinates project assignments with Field Lead Workers including personnel, equipment and materials needed;
- Generates scope of work for projects, assists Field Leads through project cycle, and monitors and inspects work to ensure quality and completion;
- Prepares, monitors and inspects daily work assignments to ensure quality and completion, plans and directs the day-to-day maintenance on street, sign/signal and stormwater systems to ensure quality and completion through coordination with Street Superintendent;
- Works with Street Superintendent, Assistant Street Superintendent, City Engineer and/or Stormwater Coordinator in developing seasonal work plans;
- Oversees and provides training to subordinates, orients and instructs employees on the maintenance and proper operating procedures of a variety of equipment to insure safety standards are being followed;
- Follows and tracks citizen concerns and makes recommendations to resolve;
- Places material orders, document discrepancies and performs follow-up to ensure cost effective budget controls;

- Discusses and provides technical support for other division and departments;
- Assists and supports other department field supervisors involved in street maintenance, sign/signal maintenance, maintenance of sidewalks, PED ramps and stormwater maintenance activities as a back-up during absences and during emergency situations;
- Participates in testing and interviewing heavy equipment operator positions;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Reviews construction drawings for conformance to specifications and assists in the inspection of new City projects and new subdivisions to insure improvements meet City specifications and requirements;
- Coordinates, supervises, and inspects repairs made by contractors to assure compliance with City specifications;
- Performs all work duties and activities in accordance City policies, procedures and safety practices;
- Responds to emergency calls 24 hours a day, 7 days a week;
- Maintain flexible work hours and is on-call nights, weekends, and holidays to perform snow removal work and respond to emergency situations
- Monitors, purchases and procures street inventory;
- Performs other related duties as required;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone or in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review, evaluate and prepare a variety of written documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment, other office equipment, motor vehicles, and a variety of hand tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and perform duties outdoors that may require lifting, pushing, pulling, reaching, bending, and standing.

Application Procedure: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is **Monday, November 13, 2017 at 5:00p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.