

BROADWATER COUNTY

Job Description

CLASS TITLE: Public Works Supervisor

DEPARTMENT: Public Works

ACCOUNTABLE TO: Board of County Commissioners

PRIMARY OBJECTIVE OF POSITION: Under general supervision of the Board of County Commissioners performs complex and varied work in developing, administering and supervising all aspects of a comprehensive public works program in a safe, efficient manner.

ESSENTIAL JOB FUNCTIONS:

- Position requires employee to perform a multitude of movements in which a moderate physical effort is required, including lifting up to 75#'s (greater with assistance), bending, climbing, walking, stooping, and sitting;
- Work is generally performed in uncontrollable working conditions in which extreme noise, pollution, heat, cold, dampness, dust, and hazardous wastes where chemicals, acids, and oil are present;
- Must possess a valid Montana Driver's License.
- Work may be performed in undesirable physical conditions in which pollution and extreme weather conditions are encountered. Exposure to chemicals is frequent.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Budgetary management, setting priorities for Solid Waste, Road & Bridge, Weed and Mosquito departments;
- Supervision of employees of Solid Waste, Road & Bridge, Weed and Mosquito departments;
- Responsible for operations of the Solid Waste Transfer Station and Canister Sites;
- Assures the Solid Waste Facilities are in compliance with State and Federal regulations;
- Assures that all records relating to the Solid Waste operations, including Canister sites, are completed and disbursed to the appropriate Agencies;
- Complies with Montana DEQ as to appropriate operations and handling of hazardous materials;
- Screens waste to meet Class III landfill standards;
- Plans, directs, and coordinates road, and bridge projects, construction, maintenance and overall policy and direction for Road & Bridge;
- Prepares bid documents; approves requests for purchasing and claims for the road department;
- Develops Annual Road Plan and Bridge Plan;
- Functions as a liaison and advisor for the County with consulting engineers, government agencies, Solid Waste, Weed and Mosquito boards and others;
- Recommends equipment purchases of new and replacement items;

CLASS TITLE: Public Works Supervisor (continued)

- Prepares routine records and reports of operations;
- Responsible for facility and equipment requiring care against breakdown;
- Routinely is responsible for the expenditure of funds with the authority to release;
- Contacts with the public are varied and continual, requiring tact and diplomacy in which the ability to perform duties is directly affected through communications and rapport established;
- Prepares and implements the Noxious Weed Plan of Broadwater County, and Mosquito Abatement Plan for the District;
- Provides public education regarding weed and mosquito control to the general public;
- Implements and enforces contracts for weed and mosquito control;
- Responsible for noxious weed control efforts on all county controlled properties;
- Maintains chemical application records, State and EPA records and maintains inventory records;
- Enforces compliance with all aspects of the County Noxious Weed Management Plan in compliance with the Montana State Noxious Weed Act;
- In overseeing the weed and mosquito control program, keeps accurate records of the weather and susceptible crops in the area worked by contractors;
- Works with other jurisdictions – City of Townsend, State, and Federal Agencies;
- Assures all employees utilize the proper safety equipment and procedures to prevent injury;
- Responsible for monitoring employees' work schedules and training;
- Performs other related duties as may be assigned by the County Commission.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: Responsible for the overall supervision, direction, motivation of employees of Solid Waste, Road & Bridge, Weed and Mosquito departments.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school or its equivalent;
- Bachelor's degree in Business Administration, Agriculture, Civil Engineering or related field preferred;
- Five years in a supervisory public management position;
- Computer skills required;
- Competent communication skills- verbal and written;
- Possess or have the ability to obtain Certification as "Manager of Landfill Operations", "Landfill Hazardous Waste Screening", and "Emergency Response" training within twelve (12) months of employment;
- Must be able to acquire, possess and maintain a Montana Pesticide Dealer's and Regulatory Pesticide Applicator's License, Mosquito Abatement License, and Montana Noxious Weed Seed Free Forage Inspector's License within six (6) months of employment and maintain continuing education during employment;
- Valid Montana CDL Class A helpful.

CLASS TITLE: Public Works Supervisor (continued)

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

- Assures that the Transfer facilities meets all State and Federal Standards;
- Possesses and maintains a working knowledge of the methods of operation and equipment used in the maintenance and operation of a Transfer Station and landfill;
- Maintains a working knowledge of the latest requirements in solid waste management;
- Establishes and maintains effective working relationships with fellow employees, the County Commissioners, the public, State and Federal Compliance Officials, and other agencies to more effectively serve the public;
- Prepares reports of activities; and
- Possesses knowledge of theories, principles, and practices of weed and mosquito control;
- Maintains knowledge of Federal, State, and local laws and regulations relating to weed and mosquito control, and Montana State and Broadwater County Listed Noxious Weeds;
- Maintains accurate Daily Application Records of pesticides used, weather conditions, and work performed by contractors;
- Maintains contacts with landowners and the public as needed;

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Written 1-8-2018