



City of Brunswick

Job Title:	Stormwater Maintenance Supervisor	FLSA:	Non-Exempt
Department/Div:	Public Works	EEO-4 Code:	Serv
Reports to:	Director of Public Works	Date:	02/09/2023
Supervises:	Stormwater Crew		
Pay:	\$22.83		

JOB SUMMARY

This position is responsible for supervising the maintenance of the stormwater management system.

MAJOR DUTIES

1. Coordinates, supervises, and organizes the activities of personnel engaged in stormwater system maintenance.
2. Organizes daily work assignments; allocates personnel and resources.
3. Supervises and instructs employees on work methods, procedures, and standards related to their assignments; enforces safety guidelines.
4. Supervises the work of camera crews and vacuum truck crews.
5. Supervises the work of ditch maintenance and grading crews.
6. Directs crews in the installation, repair and maintenance of stormwater systems.
7. Inspects stormwater systems and prioritizes repairs.
8. Flags traffic at work sites.
9. Responds to citizen complaints and concerns.
10. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of stormwater management system layout, construction, and maintenance principles.
2. Knowledge of city and departmental policies and procedures.
3. Knowledge of the operation and maintenance of a variety of equipment such as excavation and grading equipment, mechanical mowing equipment, and vacuum cleaning equipment.
4. Skill in prioritizing and organizing tasks and work duties.
5. Skill in the use of hand and power tools.
6. Skill in oral and written communication.
7. Skill in the supervision of personnel.

SUPERVISORY CONTROLS

The Public Works Director and Field Superintendent assign work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and timeliness of the results.

GUIDELINES

Guidelines include relevant local, state, and federal laws, department policies and procedures, and work safety guidelines. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and stormwater system construction and maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in the maintenance of the city's stormwater management system. Success in this position contributes to the efficiency and effectiveness of system operations resulting in proper drainage and reduced flooding of roadways, neighborhoods, homes and businesses.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information or instruction, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in hot, cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work may require the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

This position has direct supervision over assigned personnel within the storm water management program. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities, strategies, or personnel within an area, department, or unit.

MINIMUM QUALIFICATIONS

- High School diploma
- At least four years of experience in supervisory role.
- Possession of a valid driver's license issued by the State of Georgia.

Employee's Signature

Date

Employee's name (Print)