

City of Lancaster
Bureau of Human Resources
Job Postings

Non-Bargaining
Positions

Open to the Public
As of May 18, 2017

Labor Supervisor I – Streets

Primary Function

Plans and schedules work, maintains work schedules and gives special instructions to moderate sized crews, which include equipment operators, maintenance workers and laborers.

Training and Experience

- Graduation from High School or completion of a GED is required.
- At least four (4) years' experience in the performance of general labor and experience working with both skilled and unskilled workers is required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Preference will be given for CDL-A License.
- Ability to obtain USDA Pesticide Certification within one year of appointment.

Comments

- Supervises and inspects the sweeping and flushing of City Streets.
- Supervises the prison "Work Release Program".
- Requires lifting up to 100 lbs.
- Requires standing outdoors for long periods
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.

**Salary: \$43,369.89 - \$49,623.84,
dependent upon qualifications**

Full-Time; Excellent City benefit package

Applications will be accepted until June 6, 2017 at 5:00 PM.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: Labor Supervisor I	Job Code: 2474
Department: Public Works	FLSA: Non-Exempt
Job Grade: 1010 - Non-Bargaining	Effective Date: 10/1968
Reports To: Operations Manager; Stormwater Program Manager	Revision Dates: 10/1992; 6/2008; 6/2010; 3/2013; 5/2014; 1/2016; 5/2017

Primary Function

Plans and schedules work, maintains work schedules and gives special instructions to moderate sized crews, which include equipment operators, maintenance workers and laborers.

Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Organizes and exercises technical supervision over the crew under their direct supervision or as assigned from time to time.
- Provides timely, accurate and thorough Performance Reviews for supervised employees.
- Plans and prepares work for crews, ensures proper performance of tasks undertaken by their crews; maintains work for time records; prepares necessary reports.
- Operates truck and participates in semi-skilled and other manual operations.
- Supervises the placing of safety device services around street excavations, special events, fire and police emergencies.
- Supervises crews during winter storm operations involving salting, plowing and snow removal.
- Schedules jobs, assigning personnel, reserving materials, recording costs, and tracking relevant information such as the cause of the problem (if any), downtime involved (if any), and recommendations for future action by using a Computer Maintenance Management System.
- Schedules preventive maintenance based on maintenance plans.
- Provides timely, accurate and thorough Performance Reviews for supervised employees.
- **Bureau of Streets:**
 - Supervises and inspects the sweeping and flushing of City Streets.
 - Supervises the prison "Work Release Program".
- **Bureau of Parks:**
 - Supervises the moving, repair and erecting of bleacher seats, back stops, swings, slides and other park playground equipment.
 - Supervises the mowing of grass, cutting of weeds, watering of lawns, planting of trees and other routing manual operations.
- **Bureau of Water T/D:**
 - Supervises the installation of various size water laterals and water mains.
 - Operates truck pipe laying equipment to arrange the work of pipe laying crews.
 - Responsible for effectively laying out work, maintaining work schedules and giving special instructions to employees engaged in the installation of water service laterals and waterline appurtenances.
- **Bureau of Wastewater Collections:**
 - Trains, reviews and evaluates safety procedures with crew.
 - Maintains safety records and prepares reports.
 - Ensures the maintenance activities and proposed work. Logs these records in the City's CMMS system. Generates reports as needed from the CMMS system for Federal, State and Local requirements.
 - Operates and supervises operation of various types of equipment, such as blowers, high pressure cleaning trucks, power rodders, vactor trucks, televising equipment, and various other types of safety equipment.
 - Assists the GI and Parks Maintenance Supervisor in the maintenance of green infrastructure BMPs that may be installed and owned by the City to meet the Chesapeake Bay/Conestoga River TMDL and the MS4 program.
 - Responsible for effectively laying out work, maintaining work schedules and giving special instructions to employees engaged in the installation of water service laterals and waterline appurtenances.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.

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- Ability to operate a vehicle on private and public streets is required.
- Proven ability to work well under pressure and to maintain positive interactions with both external and internal customers.
- Positive interpersonal skills are required.
- Proven ability to work quickly and effectively to emergency situations is required.
- Proven ability to multi-task in a fast paced environment is required.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven skill in the use of Microsoft WORD, Outlook, and Excel and knowledge of computer application in an office setting.

- **Bureau of Wastewater Collections:**
 - Knowledge of the principles of engineering as applied to the repair and maintenance of wastewater lines, pumping stations, metering stations, and odor control stations.
 - Knowledge of the methods, equipment, materials, and operating and maintenance practices used in the construction, maintenance, and repair of a modern wastewater collection system.
 - Knowledge of effective supervisory practices and motivational techniques.
 - Ability to read and understand drawing, blueprints, As-Built drawings, and equipment manuals.

Education, Training and Experience

- Graduation from High School or completion of a GED is required.
- At least four (4) years experience in the performance of general labor and experience working with both skilled and unskilled workers is required.
- **Bureau of Parks – Playground Safety Supervisor:**
 - At least two (2) years experience with turf management with focus on equipment operation and maintenance, irrigation system installation, repair and maintenance, and turf grass application, installations and management.
- **Bureau of Wastewater Collections:**
 - At least two (2) years experience in the Collection System field.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- **Bureau of Streets:**
 - Preference will be given for CDL-A License.
 - Ability to obtain USDA Pesticide Certification within one year of appointment.
- **Bureau of Parks – Playground Safety Supervisor:**
 - Possession or ability to obtain Certification in Playground Safety from the National Recreation Park Association within three (3) months of hire.
 - Ability to obtain USDA Pesticide Certification within one year of appointment.
- **Bureau of Wastewater Collections:**
 - Possession of a valid Pennsylvania State Driver's License is required.
 - Possession of a Class B commercial driver's license with a tanker endorsement.
 - Possession of a Class E certification for wastewater as required by the Pennsylvania Department of Environmental Protection or the ability to obtain certification within 24 months of hire date and/or through reciprocity.

Environmental Conditions

- Indoors, environmentally controlled.
- Outdoor, exposed to inclement weather and extreme temperature.

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- Exposure to noise, pollution.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

Comments

- Requires lifting up to 100 lbs.
- Requires standing outdoors for long periods
- Works around motorized or moving equipment and machinery.
- Requires working long hours and must be available to handle emergency situations after hours, weekends and holidays.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.