

VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
UNIT SUPERVISOR

EFFECTIVE DATE:

| | | | |
|---|---|-------------------------|--|
| DEPARTMENT: Public Works | WORK LOCATION: Public Works Center | | FLSA STATUS: Non-Exempt |
| CLASS CODE: 7560 | RANGE: 20PW | PENSION: IMRF | UNION: NU |
| REPORTS TO: Water and Sewer Superintendent | LEVEL OF SUPERVISION RECEIVED: Under the immediate supervision of the Water and Sewer Superintendent and the general supervision of the Assistant Director | | LICENSE/CERTIFICATES: Class B CDL required within three (3) months of employment |

SUMMARY:

As a member of the Public Works Department's Management Team, performs management, supervisory, and administrative functions and a wide variety of skilled and semi-skilled duties related to internal and external customer service. Assumes day-to-day management, supervision and coaching of assigned personnel and activities. Assists and interacts with supervisors in other Department units. Establishes work and maintenance priorities, recommends acquisition of products, supplies, and equipment. Participates in snow removal operations and other emergency response needs during and after regular business hours. Participates in other assigned activities. Responds to and interacts with the public, staff and others in a courteous, professional and effective manner.

| JOB NO. | ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES | FREQUENCY |
|----------------|---|------------------|
| 1. | Works alone or as a supervisory/lead person within a team structure, providing coaching and supervision of unit members. Develops strategies to assist in planning and coordinating unit activities to ensure maximum productivity, | Daily 50% |

| | | |
|-----|--|--------------------------------|
| | efficiency, and strategies that prevent and resolve problems. Evaluates and recommends new programs, activities, practices, and procedures. Evaluates the performance of unit members at required intervals; prepares mid-annual/annual performance evaluations. | |
| 2. | May supervise the operation of all wells, towers, reservoirs, sewage lifts and electrical Village-wide including daily and after regular business hours monitoring of SCADA system. | Daily 100% |
| 3. | Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others. | Daily 100% |
| 4. | Prioritizes, assigns, and schedules work for unit members. Maintains information about work completed, equipment and supplies utilized. Promotes and demonstrates a cooperative customer service oriented attitude when interacting with all internal and external customers. Remains attentive to Public Works and Village related issues while driving in the Village and initiates action for correction. | Daily 50% |
| 5. | Participates in the Department's ongoing cross training programs and will be cross trained to provide back-up and support when necessary to other unit supervisors. | Daily 10% |
| 6. | Responsible for management and supervision 24/7/365 for Public Works operations including after-hours call outs. | Daily 50% |
| 7. | Participates in Supervisor On-Call program during non-business hours responses; participates in the supervision of snow and ice control operations utilizing in-house and/or contractor resources. Must be available by telephone at all times, whether on or off duty, except when on approved benefit time leave. | Daily or as required 50% |
| 8. | Is responsible for training and developing unit personnel; plans and schedules day-to-day activities; prioritizes staff level assignments to achieve peak efficiency, production and quality customer service and satisfaction. Approves payroll information, including the use of benefit time and preparation of timesheets. | Daily 30% |
| 9. | May operate large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normally scheduled work hours. | Daily 30% |
| 10. | May supervise maintenance and repair activities performed on electronic, electrical, chemical and mechanical equipment. | Daily 25 % |
| 11. | Oversees and interacts with contractors to ensure a successful outcome to work on projects on Village-owned properties/systems. | Daily 20% |
| 12. | Stocks and inventories needed repair parts, and maintenance supplies. | Daily 25% |
| 13. | Assists with the preparation of the Annual budget and Capital Improvement Program budget. Reviews department CIP requests and recommends | Daily 10% |

Unit Supervisor
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Date Revised: 10/9/2015

By

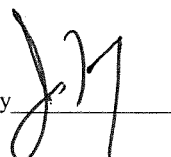
| | | |
|-----|---|---------------|
| | improvement. Assembles prices for submittal of purchase requisitions. Maintains and controls account balances. | |
| 14. | Assists with and/or prepares specifications and documents for the bidding of contractor services, coordinates and interacts with various contractors/vendors to insure desired performance and proper accounting of services. | Weekly 5% |
| 15. | Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices. | Daily 100% |
| 16. | Creates and maintains adequate tracking systems for assigned programs. Provides accurate information for Benchmarking purposes. | Daily 25% |
| 17. | May supervise emergency and routine repair excavations. | Daily 25% |
| 18. | Coordinates department personnel in daily activities assigned to the supervisor and unit. | Daily 100% |

| JOB NO. | OTHER RELATED DUTIES |
|----------------|--|
| 1. | Performs backup supervision in other department units. |
| 2. | Participates in task force/focus groups. |
| 3. | Enters and retrieves data into a computer terminal. |
| 4. | Provides input for efficient coordination of department operations and administrative services |
| 5. | Attends seminars and classes as may be required. |
| 6. | Assists with Village special events, such as the Fourth of July Festival. |
| 7. | Performs other duties, tasks, and responsibilities as assigned. |

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SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

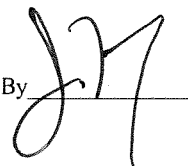
Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

Provides immediate and direct supervision of Seasonal, Maintenance I and II, Maintenance III level positions.
Provides performance reviews to assigned personnel.

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EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

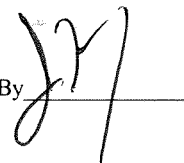
- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

5 years

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:



COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Ability to demonstrate cooperation, flexibility, adaptability and positive attitude at all times.

Ability to communicate effectively, verbally, and in writing.

Ability to follow verbal and written instructions.

Ability to establish successful working relationships with other employees, supervisors, and other departments.

Ability to create and maintain a strong team environment.

Manages and supervises the day-to-day operations and interactions of a work group with significant responsibilities.

Ability to inspect machinery and mechanical equipment in operation and to detect operational flaws, defects, and/or malfunctions

Possesses general understanding in the application of methods and techniques used in electrically operated equipment maintenance and repair.

General knowledge of the hazards of high voltage electrical motors and necessary safety precautions to be taken in their operation and maintenance.

Understanding of the general installation, operation, and maintenance of electrical motors and pumps; troubleshooting of electrical apparatus control circuitry.

Plans, prioritizes, schedules, and coordinates activities.

Ability to evaluate and supervise maintenance and repairs.

Ability to problem solve.

Working knowledge of brainstorming and coaching principles with general knowledge of related customers service activities.

Ability to plan, supervise, lead and evaluate work team activities.

Ability to work efficiently under pressure with frequent interruptions.

Ability to work on multiple projects and tasks simultaneously.

Ability to interpret, evaluate, and analyze information to reach logical conclusions and to make sound judgments and decisions.

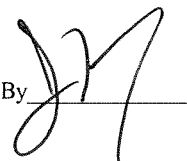
Ability to define and/or specific work methods, procedures, and equipment necessary for job completion.

Ability to maintain routine records and accurate and legible reports. Prepares other forms required by the Village.

Ability to perform physically demanding assignments from simple to complex.

Ability to effectively handle problems that arise during the completion of assigned tasks as well as urgent and emergency work.

Ability to read and interpret Village atlases, maps, maintenance records and engineering drawings.



Ability to read, write, speak and comprehend the English language.

Working knowledge of hand tools, personal computer, municipal vehicle, telephone, copy machine, utility locate equipment, calculator and writing instruments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

| <u>Physical Activity</u> | None | Less than 1/3 | 1/3 to 2/3 | More than 2/3 |
|--|-------|---------------|--------------|---------------|
| Stands | _____ | _____ | _____ | <u> X </u> |
| Walks | _____ | _____ | _____ | <u> X </u> |
| Sits | _____ | <u> X </u> | _____ | _____ |
| Uses fingers in a repetitive motion | _____ | _____ | _____ | <u> X </u> |
| Uses hands to grasp, finger, handle, or feel | _____ | _____ | _____ | <u> X </u> |
| Reaches with hands and arms above shoulder | _____ | _____ | <u> X </u> | _____ |
| Climbs or balances | _____ | _____ | <u> X </u> | _____ |
| Twists or turns | _____ | _____ | <u> X </u> | _____ |
| Stoops, kneels, crouches, bends, or crawls | _____ | _____ | <u> X </u> | _____ |
| Pulls, pushes, or carries | _____ | _____ | <u> X </u> | _____ |
| Talks or hears | _____ | _____ | _____ | <u> X </u> |
| Tastes or smells | _____ | <u> X </u> | _____ | _____ |
| Operates a motor vehicle or heavy equipment | _____ | _____ | <u> X </u> | _____ |
| Lifts or move 0 to 10 pounds (sedentary) | _____ | _____ | _____ | <u> X </u> |
| Lifts or move 10 to 20 pounds (light) | _____ | _____ | <u> X </u> | _____ |
| Lifts or move 20 to 50 pounds (moderate) | _____ | <u> X </u> | _____ | _____ |
| Lifts or move 50 to 100 pounds (heavy) | _____ | <u> X </u> | _____ | _____ |

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

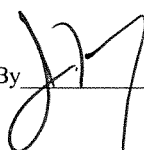
_____ Absence of color blindness

 X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for Motor Vehicle Licensing

Enter specific vision requirement here

By 

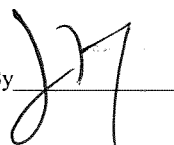
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

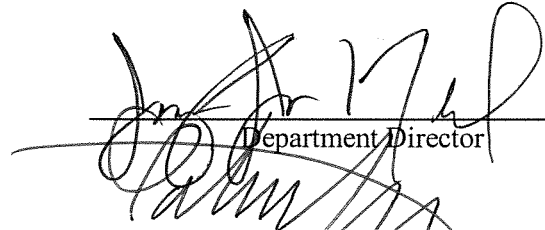
| <u>Environmental Conditions</u> | ----- Amount of Time ----- | | | |
|--|----------------------------|---------------|--------------|---------------|
| | None | Less than 1/3 | 1/3 to 2/3 | More than 2/3 |
| Customary indoor conditions | _____ | _____ | <u> X </u> | _____ |
| Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions | _____ | _____ | <u> X </u> | _____ |
| Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions | _____ | <u> X </u> | _____ | _____ |
| Works near moving mechanical parts | _____ | _____ | <u> X </u> | _____ |
| Works in high precarious places, underground, or confined spaces | _____ | _____ | <u> X </u> | _____ |
| Flying debris or airborne particles | _____ | <u> X </u> | _____ | _____ |
| Fire, smoke, fumes, gases, or noxious odors | _____ | <u> X </u> | _____ | _____ |
| Toxic or caustic chemicals, aerosols, liquids, solvents or oils | _____ | <u> X </u> | _____ | _____ |
| Risk of electrical shock | _____ | <u> X </u> | _____ | _____ |
| Works with explosives or risk of radiation | <u> X </u> | _____ | _____ | _____ |
| Vibration | <u> X </u> | _____ | _____ | _____ |
| Extreme illumination | _____ | <u> X </u> | _____ | _____ |
| Low noise level (Normal voice tones) | _____ | _____ | <u> X </u> | _____ |
| Moderate noise level (Raised voice levels) | _____ | _____ | <u> X </u> | _____ |
| High noise level (Shouting/ear protection may be needed) | _____ | <u> X </u> | _____ | _____ |

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.



This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



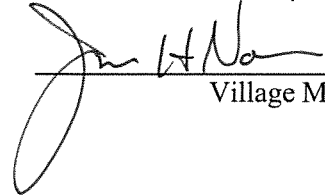
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____