



CLASS SPECIFICATION FOR:

Utility Heavy Equipment Supervisor

General Statement of Duties:

First line supervisor with primary responsibility for directing the work activities of crew leaders and other staff who have the primary day-to-day responsibility for worksite oversight of heavy equipment operation, maneuvering and manipulation of all types of vehicles, heavy equipment and other types of tools and equipment to, from and on the job site, in the performance of assigned duties; performs a variety of administrative and supervisory duties; assigned to oversee staff and day-to-day operations in a specific division and operational area; does related work as required.

Distinguishing Features of Class:-

Primary responsibilities include first-line supervision and directing the work activities of assigned crews and personnel who have the day-to-day primary responsibility for performing a variety of tasks, duties and responsibilities (TDR) pertaining to the safe and efficient operation of equipment, controls, vehicles and tools in support of an assigned division's operational areas: curbside refuse collections, water and sewer line maintenance and repair, hauled waste, public use areas, transfer stations, closed landfills and recycling centers. Assigned TDR include: first-line supervisory TDR; making day-to-day job assignments; managing work and attendance scheduling to ensure timely and efficient completion of work activities; monitoring worksite activities and progress; monitoring the quality and accuracy of work completed by assigned personnel; directing or assisting with spill control and cleanup; directing or assisting with cleanups including inclement weather and emergency cleanups; managing inventories to ensure availability of materials when needed to prevent delays; preparing and maintaining various types of paper and electronic records; training and directing the day-to-day, overtime and on-call work activities of assigned personnel. Assigned duties are performed under limited supervision from a designated supervisor.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises the work activities of assigned crews and personnel operating a wide variety of equipment and performing a wide variety of day-to-day, overtime and on-call TDR pertaining to operational activities of an assigned division: curbside refuse collections, water and sewer line maintenance and repair, hauled waste, public use areas, transfer stations, closed landfills and recycling centers;
- Responsible for first-line day-to-day supervision: providing training, coaching and feedback, approving leave requests and timecards, setting schedules and giving work assignments, managing workloads, inspecting completed work for conformance with instructions and other requirements, creating and maintaining time, work order, incident and other records and reports, handling performance issues, completing and delivering performance appraisals, etc. for assigned staff;
- Responsible for or assists with the recruitment process, interviewing, selection and hiring;
- Shares accurate and up-to-date information in a timely manner, includes creating and maintaining work orders, accurate detailed records, logs, job material inventories and incident reports;
- Trains employees on the safe operation, use and maintenance of department equipment;
- Demonstrates proficiency and skill in the use, operation, maneuvering and manipulation of trucks, vehicles and equipment to, from and on the job site with the ability to train assigned staff in the safe use and maintenance of division-specific equipment and tools;
- Safely operates and demonstrates the proper use of all types of trucks (including tandem), vehicles and equipment requiring a Class A or Class B CDL utilized in an assigned division to perform job duties, transport materials and supplies and to tow a trailer and/or equipment to jobsites throughout the County as needed;
- Ensures supplies, equipment, tools, etc., are readily available and in safe operating condition for staff's use, includes approving supply requests and ordering supplies following current Department and County purchasing procedures;
- Monitors equipment use and maintenance and safety procedures to ensure proper procedures are followed;
- Monitors contractors and contracted services for compliance with specified County requirements as needed;
- Provides support and assistance to other division's operational areas as needed;
- Participates in cleanup activities and the department's response to all types of emergencies, including inclement weather;
- Accurately and appropriately resolves all types of questions and issues, including complex and unusual, experienced on worksites and while performing job duties as encountered, provides direction, guidance and assistance to assigned personnel resolving questions and issues;
- Researches and resolves, or recommends resolution, of a wide variety of complaints, problems, concerns and questions regarding the assigned division's operations;
- Uses a County laptop computer, GIS and Cityworks as needed to perform assigned duties;
- Observes all safety protocols and utilizes all required personal protection equipment (PPE) and other required safety equipment/measures at all times while traversing to, from and on the worksite;
- Maintains an extensive up-to-date working knowledge and understanding of the Division's operations and policies, relevant rules and regulations, division-specific equipment and materials, and the geographical area of the County related to the assigned division's day-to-day operations;
- Maintains all licenses and current valid certifications as required to perform assigned duties;
- Holds staff meetings and actively participates in all scheduled meetings and trainings as scheduled;
- May serve as a working supervisor as needed;
- May be required to work a flexible schedule, on-call rotation or overtime as assigned;
- Performs other duties as assigned.



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If assigned to Curbside Refuse Collection

- Manages the staff responsible for the timely curbside collection of refuse, recycling, bagged leaf and bulky waste collections on numerous routes Countywide.

If assigned to Operations – Water and Sewer Lines

- Manages the staff responsible for the investigation and locating of reported or suspected main breaks and County-side piping, the maintenance and repairs of water mains, service lines, sewer mains, sewer service laterals and manholes, and the small concrete and asphalt repair work necessary to restore work area conditions after repairing, replacing or performing maintenance on water and sewer line piping;
- Manages the staff responsible for proper set-up and use of the de-chlorination unit, bypass pumping equipment and leak detection correlator;
- Manages the staff responsible for the proper loading and distribution of fuel using the County's fuel truck and fueling equipment.

If assigned to Water Reclamation Facility (WRF) – Hauled Waste

- Manages the staff responsible for the collection and onsite management of hauled waste.

If assigned to Public Use Areas, Transfer Stations, Closed Landfills and Recycling Centers

- Manages the staff responsible for the management of drop-off household trash, recyclable materials, hazardous materials, and bulky waste left at public use areas, landfills, transfer stations, drop-off recycling and hazardous waste disposal centers Countywide.

Required Knowledge, Skills and Abilities:

Extensive working knowledge of the Division's operations, equipment, materials and methods used on worksites and to perform assigned job duties; ability to safely and efficiently operate, maneuver and manipulate a wider variety of hand, power, pneumatic, hydraulic gas and electric tools and equipment specific to assigned tasks with a consistently high degree of proficiency and with constant attention to safety of operation in order to prevent accidents and damage; consistently demonstrates the highest degree of proficiency and skills in the operation, maneuvering and manipulation of vehicles and equipment to, from and on the job site as needed, typically with a greater consequence of error in the form of mistakes and damage to property and equipment or negative impact to the public's safety; ability to check mechanical equipment and to accurately and proactively detect flaws or defects in operation; sound working knowledge of the hazards in laboring work and of necessary safety precautions; ability to work safely in all types of weather, traffic and worksite conditions, including confined space, conditions utilizing all required personal protective equipment (PPE) at all times; sound working knowledge of general maintenance and simple repair of tools and equipment used on the worksite with the demonstrated ability to safely and appropriately repair and maintain job related tools and equipment; ability to perform routine manual tasks safely and efficiently; physical condition that will permit safely performing a wide variety of physical job-related activities such as safely traversing all types of worksites under adverse temperatures, weather and traffic conditions; thorough working knowledge of traffic rules, traffic management rules, safety rules and regulations and accident-prevention practices; ability to accurately understand and follow simple and complex oral and written directions; ability to accurately and efficiently work from plans and specifications and to follow rough sketches and oral instructions; sound and accurate math skills including accurate measuring skills; ability to maintain accurate inventories and recordkeeping; ability to create and maintain accurate detailed records and reports (paper and electronic records); sound reasoning and problem solving skills with the demonstrated ability to appropriately resolve all types of worksite issues independently and to seek guidance and approvals appropriately; strong supervisory skills including good training skills and the ability to effectively manage workloads, events and/or projects and to foster and maintain high morale and engagement; ability to work independently and as part of a team to complete assigned tasks safely and on time; sound computer skills with the ability to use computer to complete assigned tasks and produce easily understood reports and other documents and materials; ability to collaborate effectively with all levels of department staff; personal accountability including teamwork and establishing and maintaining positive working relationships with all levels of department staff. Excellent customer service skills, tact, and courtesy with the ability to positively and appropriately represent the County in all interactions with the public. Requires the ability to work a flexible schedule, overtime or on-call rotation as assigned.

Minimum Education and Experience:

Education: High school, supplemented with relevant college coursework preferred;

Experience: Six (6) years of relevant work experience, including at least two years as County Utility Heavy Equipment Specialist III;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of [additional NIMS ICS training courses](#) may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license with a safe driving record.
- Requires a valid CDL (Class A or B as determined by job duties and operational needs).
- Maintains Environmental SOP training requirements.
- Maintains valid VDOT flagging certification.
- Maintains valid confined space certification.
- Maintains a pesticide applicator's license.
- Maintains a forklift operator certification.
- May be required to work a rotating on-call schedule.