

City of Dallas
Classification Specification

Title:	Supervisor	Class Code:	30023
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Non-exempt	Reviewed	1/1/2009

Position Purpose

Leads and/or supervises a small to medium unit of non-exempt employees. The functional activities are primarily over a single function and may have an impact on overall operation and represent the first level of supervisory responsibility. The functions lead/supervised are comprised of clerical, trade, or technical employees that provide a service to persons inside or outside the organization and are typically restricted to assigning work, directing efforts, checking work, and providing technical guidance. The substance of the positions is procedural and routine, and is unskilled, semi-skilled, or skilled in nature and directly facilitates the work of others in the immediate unit or organization.

Essential Functions

1. Assigns, monitors, and reviews workers' equipment, facilities, materials, and tools based on short-term priorities and provide technical direction as needed. Provide day-to-day operational decisions.
2. Adheres to work priorities, project schedules, resources, and detailed work plans established by higher level supervisors/managers. Position has limited latitude in adjusting work schedules or work priorities.
3. Performs type of work supervised in the field with their staff 60% to 90% of the work week. Oversees or leads the daily operation of service personnel, clerical, or installation/maintenance crews.
4. Inspects completed work and work in progress for quality and evaluates work performance of employees.
5. Has little or no responsibility for hiring or termination decisions, layoff's, promotions, or other personnel activities.
6. Looks for methods to improve production.
7. Orders necessary materials and equipment.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough knowledge of safety rules and precautions required of the assigned specialization.

Knowledge of human relations and supervision necessary to function as a first level supervisor.

Knowledge of carpentry, plumbing, mechanical, electrical, building, roofing, painting, masonry, glazing, floor coverings, sprinkler systems, machinery, equipment, HVAC equipment and refrigeration principles.

Knowledge of cashiering and collecting practices, procedures, and techniques.

Ability to plan, assign, train, direct, and evaluate subordinate trade, service, clerical, or technical employees.

Ability to read various schematic diagrams and blueprints.

Ability to use various types of hand tools, power tools, precision testing and/or troubleshooting equipment.

Ability to understand technical terminology of the specialization assigned.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to establish a good rapport and working relationship with customers and the general public.

Ability to maintain record keeping or work log system.

May require trade license or certification issued by appropriate certifying agency.

May require a Class "A" or "B" Texas commercial driver's license (CDL).

May require to be certified as a code inspector through the State of Texas.

Movement Area Certification must be obtained within the probation period, and maintained throughout employment according to the testing guidelines established by the Department of Aviation, as a condition of employment

May require certification under the city's safety program and supervisory class.

Working Conditions and Hazards:

Work may require considerable standing, stooping, kneeling, bending, walking, lifting, climbing, reaching and working in cramped positions.

May be subject to toxic fumes, odors, dust, insect bites, or mechanical, electrical, chemical, falling, and explosive hazards.

May frequently be subjected to grease, oil, dirt, solvents and fuel.

May be exposed to inclement weather, traffic hazards, and falling.

May work in office and/or field.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.