

City of Dallas
Classification Specification

Title:	Supervisor II	Class Code:	30024
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Supervisory/0	Established:	10/01/01
FLSA Status:	Non Exempt	Revised:	10/01/08

Position Purpose:

Supervises a small to medium sized operational unit of non-exempt employees. The functional activities are somewhat complex and have moderate impact on overall operations. This level supervises employees in clerical, administrative, trade, or technical functions that provide services to persons inside or outside the organization. The substance of the positions is non-routine and is semi-skilled or skilled in nature and has a direct impact on the work, office operations, projects, or programs of others in the organization. Supervises the daily operation of clerical/administrative or installation/maintenance crews. Work time will be spent performing the type of work supervised.

Essential Functions:

1. Assigns and evaluates workers and the use of equipment, facilities, and materials covering functional disciplines; may direct and coordinate work through crew leaders, or team leaders. Provides coaching or technical direction as needed.
2. Implements plans and schedules and determines objectives needing emphasis.
3. Recommends or adjusts work priorities, project schedules, resources, and work plans as required.
4. Inspects work for quality; evaluates work performance; and recommends awards for employees.
5. Gives advice, counsel, instruction, and identifies routine training needs for employees.
6. Estimates personnel needs and assigns work to meet completion dates. Interviews and/or may make recommendations for selection of candidates for filling positions or termination.
7. Hears and resolves minor complaints from employees; refers serious complaints to higher level supervisors or managers; recommends disciplinary actions.
8. Finds, recommends, and implements methods to improve production or effectiveness.

Knowledge, Skills and Abilities Required to Perform Work

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

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

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

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

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

Ability to read various schematic diagrams and blueprints.

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

Ability to understand technical terminology of the specialization assigned.

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 communicate effectively both orally and in writing.

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

Working Conditions and Hazards Depending Upon Assignment

May work in office and/or field.

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, mites, 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.

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.