

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Supervisor IV</b>	<b>Class Code:</b>	<b>30026</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>J</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/01</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/2009</b>

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**Position Purpose**

This is the highest level of supervision and may on occasion have some managerial responsibilities however, the primary duty remains to supervise Non-Exempt and/or Exempt positions in a medium or large operational unit. There may be several functional areas that are complex and have a substantial impact on overall operations. This level supervises employees in complex administrative, journey trade, highly complex technical and/or professional employees that provide services or products to persons inside or outside the organization.

**Scope and Effect**

The substance of the positions is complex in nature and has substantial impact on the work, office operations, projects, programs of others inside/outside the organization, and/or large segments of the general public. Supervises the overall planning, direction and execution of work of administrative, professional, technical, trade, or installation/maintenance crews.

**Essential Functions**

1. *Supervises*, plans, coordinates, assigns and evaluates work/workers and the use of equipment , facilities, and materials covering several functional disciplines; directs and coordinates work through subordinate supervisors, crew leaders, or team leaders; coaches or and gives technical direction as needed.
2. Has input to the development of and is responsible for the implementation of long range plans, programs, and schedules; determines goals and objectives needing emphasis; directs and coordinates work through leaders or team chiefs; and provides coaching or technical direction as needed.
3. Adjusts work priorities, projects schedules, resources, and work plans as required; estimates staff needs and assigns work to meet completion dates; ensures materials and supplies are available.
4. Reviews work for quality; evaluates work performance; and recommends awards for employees.
5. Coaches, advises, counsels and instructs employees; identifies all training needs for employees.
6. Interviews and/or makes selection on candidates for filling positions; recommends terminations; may authorize overtime
7. Hears and resolves *serious* complaints or *simple grievances* from employees; refers serious grievances to higher level managers; *effects disciplinary actions* or recommends serious disciplinary actions to managers.
8. Finds and implements methods to improve production or effectiveness.
9. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work Depending Upon Assignment**

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

Ability to read various complex schematic diagrams and blueprints.

Ability to use and instruct in various types of handtools, 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 a good rapport and working relationship with customers and the general public.

Ability to maintain record keeping or work log system.

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

As assigned but not limited to: a thorough knowledge of: credit, collection and debt loss activities; park & facilities maintenance/repair; chemistry used for testing and quality assurance; public health nursing services; real estate rules, procedures, and regulations; ground transportation regulations; and, water meter inspection, repair, maintenance, and installation.

A thorough knowledge of safety rules and precautions required of the assigned specialization.

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.

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.

**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, 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.

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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.