

City of Dallas
Classification Specification

Title:	Supervisor III	Class Code:	30025
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Supervisory/0	Established:	10/01/01
FLSA Status:	Exempt	Revised:	1/1/2009

Position Purpose

Responsible for the overall supervision, planning, direction and execution of work for non-exempt and/or exempt employees in a medium or large sized operational unit. The functional activities are complex and have a moderate impact on overall operations. This level supervises employees in complex clerical/administrative/trade, or complex technical functions that provide services to persons inside or outside the organization. Work performed is non-routine and complex semi-skilled, skilled, or technical in nature.

Essential Functions

1. Plans, coordinates, assigns and evaluates work/workers and the use of equipment, facilities, and materials covering a couple of functional disciplines.
2. Directs and coordinates work through subordinate supervisors, crew leaders, or team leaders; coaches or and gives technical direction as needed.
3. Oversees and assures the implementation of plans and schedules; determines goals and objectives needing emphasis.
4. Makes adjustments in work priorities, projects schedules, resources, and work plans as required.
5. Reviews work for quality; evaluates work performance; and may recommend awards for employees.
6. Coaches, advises, counsels and instructs employees; identifies training needs for employees.
7. Interviews and/or may make selection or recommendations on selections on candidates for filling positions and recommends terminations.
8. Hears and resolves complaints from employees or groups of employees; refers group grievances or serious complaints to higher level supervisors or managers; gives first level of disciplinary actions; makes recommendations on other disciplinary actions.
- 9.. Finds, develops, and implements methods to improve production or effectiveness.
10. Regular, reliable and punctual attendance is an essential function of the job.

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

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

Thorough knowledge of HVAC equipment and refrigeration principles, airport operations, automotive mechanics or welding, court bailiff procedures, emergency dispatching procedures, computer systems operations, construction trades, consumer complaint processing, billing and collecting practices, procedures, and techniques, electronic/communications equipment, environmental inspections, heavy equipment, housing inspection, home loan applications relocation procedures, public health regulations, storeroom procedures, surveying procedures, telephone equipment operation & maintenance, meter reading support activities, and water/wastewater operations.

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

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

Ability to read various complex schematic diagrams and blueprints.

Ability to use and instruct in 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 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 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, insect bites, or mechanical, electrical, chemical, 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 and exhaustive list of all responsibilities, duties and skills required.