

City of Sherwood, Oregon
Resolution No. 96-664

**A RESOLUTION AMENDING THE CITY OF SHERWOOD PERSONNEL RULES AND
EMPLOYEE HANDBOOK, ADDING JOB DESCRIPTION FOR CONSTRUCTION
SUPERVISOR, AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the current City Personnel Rules and Employee Handbook (hereinafter called ("Rules")) were established by Resolution 93-547, effective July 1, 1993; and

WHEREAS, in the course of reviewing work loads in the Public Works-Engineering Departments, management has determined additional staffing is critical to properly conduct City business.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Job Descriptions: The City's Job Description, attached hereto as Exhibit "A", is hereby approved and adopted.

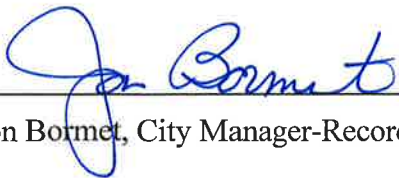
Section 2. Effective Date. This Resolution shall become effective retroactive to November 1, 1996.

Duly passed by the City Council this 12th day of November 1996.



Walter Hitchcock, Mayor

ATTEST:



Jon Bormet, City Manager-Recorder

**CITY OF SHERWOOD
POSITION DESCRIPTION**

TITLE: Construction Supervisor

General Statement of Duties: Manages inspection for Public Works construction projects and private developments. Determines impact of proposed developments on City facilities and systems. Provides information on availability of City facilities and systems to adequately serve proposed developments. Reviews design of civil engineering projects submitted by developers. Does related work as required.

Supervision Received: Works under the direction of the City Engineer. Assignments are general in nature requiring the application of technical skills and knowledge.

Supervision Exercised: Supervision of project inspectors is a normal responsibility of this position. Directs specific work activities of field staff on specific projects as assigned.

Typical Examples of Work: An employee in this class may be called upon to do any or all of the following: (these examples do not necessarily include all of the tasks the employee may be expected to perform)

1. Ensures and coordinates inspection for public works construction projects for compliance with plans/specifications and City codes. Coordinates activities with consultants, engineers, developers, contractors and individual property owners regarding construction work being performed in the public rights-of-way. Performs final inspection of streets and other public improvements for acceptance into City infrastructure. Reviews right-of-way permits.
2. Answers public inquiries concerning existing public facilities and construction restrictions and requirements. Aids in response to public complaints about construction and safety related problems (streets, drainage, lights, etc.).
3. Reviews the development of privately engineered plans and specifications for a variety of privately financed public works construction to assure compliance with City standards and conditions of approval.
4. Reviews the design of plans for capital outlay projects including water, sanitary sewers, storm drains, streets, and other similar construction.

QUALIFICATIONS:

Knowledge, Skill and Ability: Considerable knowledge of Civil Engineering principles and practices which include: design, construction, and inspection of public works projects.

Ability to read and interpret engineering plans and specifications. Ability to apply proper inspection techniques to obtain specified construction defined by City requirements and contract

award. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to organize time and work on many projects simultaneously.

Training and Experience: Minimum of Associates Degree in Engineering Technology or related field or equivalent education plus one year of progressively responsible experience in engineering technology which would include inspection, preferably in a municipality or county. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

Necessary Special Qualifications: Possession of, or the ability to secure possession of, a valid Oregon driver's license.

COMPENSATION: Class 9, FTE \$3247 to \$3584 monthly (FY 96-97)

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