

## **FIELD OFFICE SUPERVISOR**

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**Department:**

**Reports To:**

**Division:**

**Location:**

**FLSA Status:** Exempt

**Classification:** Full-Time/Civil Service

**Approved By:** Civil Service Board

**Date of Approval:** March, 2005

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### **JOB SUMMARY**

Performs a variety of routine and complex administrative, skilled, semi-skilled, technical, and supervisory work activities in the day-to-day operations of public works facilities in the maintenance and operation of the Parish roads, bridges, pump stations, and drainage systems of the Lafourche Parish Government.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities include the following:

- Studies specifications and conditions to plan procedures for construction, repair, and routine maintenance on basis of starting and completion times and personnel requirements for each phase/activity required for the proper operation and maintenance of Lafourche Parish infrastructure
- Analyzes and recommends improvements to existing facilities, equipment, and operating systems; schedules periodic maintenance of equipment and facilities
- Assembles staff/personnel at start of projects, and monitors progress through to completion
- Orders tools and materials to be delivered at specified times and locations in conformance with work/project schedules
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various aspects/phases of construction/maintenance/repair to prevent delays
- Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction/maintenance problems and improve construction/maintenance methods
- Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to work schedules
- Develops and maintains adherence to safety practices and procedures, especially as it relates to ensuring that personnel wear protective devices and equipment in the performance of job duties

- Develops and implements the departmental work order system; makes scheduling adjustments as required by emergency/critical situations
- Prepares and/or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports
- Develops and maintains maintenance schedules on Parish-owned mechanical equipment and facilities to ensure optimum operational performance
- Tours assigned region to detect potential equipment and facility failures
- Interprets legal requirements for public works service delivery and recommends compliance procedures to contractors, property owners, and other applicable parties
- Maintains operational records and prepares reports for use by administrative or judicial authorities
- Assists in the preparation of bid specifications for equipment and materials; directs the purchasing activities of the barn
- Receives and resolves complaints/questions/concerns received from citizens, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding public works maintenance and repair activities and the status of work order requests
- Confers with supervisory personnel to resolve complaints and grievances within the assigned work force
- Ensures that established administrative policies and procedures with the operation of the region barn are implemented accordingly; and that operations are in accordance budgetary limitations and conducted in a cost effective manner

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Keeps Area Supervisor informed on jobs in progress
- Maintains comprehensive records of all activities
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving division documents
- All parish government employees in a declared emergency shall be considered essential personnel

## **SUPERVISORY RESPONSIBILITIES**

Supervises employees assigned to Region. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general equivalency degree (GED); and five (5) years related experience and/or training; or equivalent combination of education and training in the performance of public works equipment operation and maintenance; Must possess the ability to exercise independent judgment within established systems and procedures. Substantial knowledge of construction management and the operation and maintenance of public infrastructure operations and maintenance, including working knowledge of occupational safety procedures and first-aid methods required. Experience in heavy equipment operation and maintenance required.

**Language Skills.** Ability to read, analyze, and interpret technical procedures, legal documents, building and construction plans and specifications and/or governmental regulations. Ability to write reports, basic business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from managers, employees, representatives of federal and state agencies, elected officials, and the general public.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Louisiana Driver's License. Valid commercial driver's license (CDL) or ability to obtain one strongly preferred.

## **OTHER SKILLS AND ABILITIES**

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of preventive maintenance and repair; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge in business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.

- Must possess the ability to establish and maintain effective working relationships with employees, elected officials, contractors and the general public.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.
- Must have the ability to be on 24-hour call for response in and during emergency/critical occurrences.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk, smell, and hear; The employee must occasionally lift and/or move up to 100 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is consistently exposed to outside weather conditions, wet or humid conditions, moving mechanical equipment and parts, fumes, or airborne particles, toxic or caustic chemicals, traffic, risk of electrical shock, vibration, and extreme heat. The noise level in the work environment is normally noisy.