

City of Bellingham

Classification Specification

CLASS TITLE	Division Supervisor
DEPARTMENT	Interdepartmental
UNION:	231
SG:	SG:S-8, E-12
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

The Division Supervisor classification is responsible for accomplishing a defined body of work through others. Division Supervisors are provided specific goals for the accomplishment of work activities and they plan, organize, and assign the work of direct reports for accomplishing these tasks. They are responsible for training and orientation of employees. They evaluate quality and quantity of work and conduct annual performance appraisals. They take corrective action as needed on daily work issues, effectively document performance issues or misconduct of employees and take disciplinary action in consultation with their managers and representatives from Human Resources. Supervisors must have technical knowledge specific to the work of their direct reports, that is, expertise in the work processes done by employees, as well as supervisory skills in managing people.

DISTINGUISHING CHARACTERISTICS:

Jobs in this classification are distinguished from lead workers by having full supervisory authority over direct reports. This classification is generally reserved for positions supervising field crews. Division Supervisors conduct performance appraisals; effectively recommend hire and discipline; are accountable for work of assigned employees and are responsible for the training and orientation of employees in work, safety, policies and procedures. Supervisors are distinguished from managers in that they do not exercise the full range of management (planning, organizing, directing, controlling, evaluating of programs and functions) which is done by program managers and higher classes. While they participate in the selection of employees and effectively recommend hire, the manager may reserve the right to make final hiring decisions.

SUPERVISORY RELATIONSHIPS:

Division Supervisors report to classes in the Manager Series. They carry out their supervisory responsibilities under the guidelines of policies, procedures, and labor contracts, as well as various governmental regulations. These positions supervise an assigned work group or crew.

ESSENTIAL FUNCTIONS:

1. Under production, budget or other program goals, the Division Supervisor plans, organizes, directs and monitors the daily work of direct reports to accomplish the

- work program. Screens applicants and effectively recommends hire. Trains and orients employees to the body of work, the program, personnel, equipment, policies and procedures. Conducts annual performance appraisals. Counsels employees on job performance issues. Conducts pre-disciplinary investigations; recommends and delivers discipline in consultation with Human Resources representatives and direct supervisor.
2. Implements and monitors the budget for the work program.
 3. Responsible for workplace safety and security. Trains employees regarding safety and ensures compliance. Monitors and reports on accidents and incidents. Makes recommendations to improve safety practices.
 4. Monitors and reviews status of systems and equipment. Procures equipment, material, and other resources to enable staff to carry out the assigned work. Recommends improvements and/or resolves or reports problems for appropriate action.
 5. Troubleshoots operational problems; resolves these within scope of authority or refers to manager.
 6. Completes necessary documentation for work processes including reviewing and approving time sheets and time cards.
 7. Conducts, attends and participates in a variety of team or departmental meetings.
 8. Works with other divisions, departments and agencies to facilitate and coordinate services, as appropriate.
 9. Composes correspondence, reports, and other documents to carry out the assigned work.
 10. Receives questions and inquiries about the work area from citizens and City staff and provides responses within the scope of delegated authority or refers to appropriate spokesperson.

ADDITIONAL WORK PERFORMED:

1. May assist in coordinating and supervising related capital improvement projects, as assigned.
2. May assist the manager in improving processes and programs through participation on special projects, program assignments and initiatives.
3. Participates in the annual planning process for the development of goals and objectives. Makes recommendations for the development of the annual budget.
4. Performs other related duties of a similar nature and level.

KNOWLEDGE AND SKILLS:

- Thorough technical knowledge of the functional area of supervision.
- Knowledge of work processes and equipment in functional area.
- Good supervisory skills including the ability to plan and organize the work of others and train employees in work processes and techniques.
- Knowledge of City personnel policies and procedures and labor contract provisions for the workgroup.
- Knowledge of departmental policies and procedures.
- Good oral communications skills and interpersonal sensitivity for developing and maintaining effective working relationships with employees, other Department and City personnel and citizens.
- Good time management skills.
- Good written communications skills for producing a variety of correspondence and reports.
- Stress tolerance.
- Skill in the use of equipment of assigned area sufficient to carry out duties effectively.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job.

WORKING ENVIRONMENT:

Work is primarily performed in an office or outdoors on uneven terrain, exposing employee to inclement weather, noise, fumes, construction environment, and traffic hazards. Some may work in and around industrial equipment and machinery. Use of appropriate safety equipment and safety practices required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Varies by position, but typically requires three or more years of combined experience and post high school education related to the work of the program or functional area supervised. Some positions may require specialized technical training in the field of work through college or vocational education in the program area of assignment and may include requirement of a baccalaureate degree.
- High school or equivalent training for level of literacy and academic skills is required for all positions.
- Some positions may require previous lead or supervisory experience.

NECESSARY SPECIAL REQUIREMENTS:

- Certain positions require special certifications or licensures
- Valid Washington State driver's license and good driving required for most positions. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: Hanowell / Mahaffey
1/2001

REVIEWED BY:
Jo Zeimet,

Human Resources Director

REVISED BY: L. Klemanski/Classification Committee
9/2002
L. Klemanski/Classification Committee
3/2007

JOINT CLASSIFICATION COMMITTEE ADOPTION: March 20, 2007