CITY OF LEBANON

JOB DESCRIPTION

POSITION TITLE: Highway Garage Supervisor

DEPARTMENT: Public Works

BARGAINING UNIT POSITION: ☒ No ☐ Yes

BARGAINING UNIT: None

SUPERVISOR: Public Works Director

FAIR LABOR STANDARDS ACT CLASSIFICATION: ☒ Exempt ☐ Non-exempt

SUMMARY DESCRIPTION:

Position of High Responsibility in the Department of Public Works supervising the operation of the City Highway Garage employees. This employee supervises the maintenance of City streets, including but not limited to construction, reconstruction, paving, patching, ice control and the removal of snow or any storm-related or accident debris. This employee is subject to 24-hour call out for all types of emergency situations involving streets, storm sewers, catch basins, creeks and bridges. This employee is responsible for the maintenance and improvements on all public buildings within the department's control with the exception of City Hall. This employee is responsible for determining the assignment of work orders, job priorities and staffing. This employee must be capable of providing independent professional judgment and technical assistance in directing the work of the department. This employee will work with and supervise department personnel and work with other city employees and independent contractors. This employee assures that staff members work in a safe and efficient manner.

ESSENTIAL JOB FUNCTIONS:

Schedules and assigns work to crew daily and inspects job sites throughout the day to make sure work assignments are completed.

Assists in developing a budget comprised of various funding sources.

Supervises the construction and reconstruction of City streets.

Responds on short notice to all directions and instructions from appropriate City Officials – i.e.: Mayor, Fire, Police.

Supervises the paving and patching of streets.

Supervises the plowing, salting, cindering and snow removal from City streets.

Oversees the mapping of inventory of assets and MS-4 program and the construction and cleaning of storm sewers, inlets and catch basins.

Measures streets for maintenance and repair work.

Evaluates equipment for replacement as needed and writes specifications for new equipment.

Removes storm-damaged trees from City property.

Ensures the ample stockpiling of needed materials, including but not limited to road salt, stone and calcium chloride.

Supervises the repair and state inspection of all City-owned cars and trucks.

Reviews and approves Highway Garage employee's timesheets.

Supervises and assists in the maintenance of parks and buildings.

Purchases supplies and equipment, maintains inventory, prepares reports, maintains records and receives estimates on various projects.

Operates equipment and machinery in a safe and efficient manner.

Trains staff in use of equipment and safe working practices.

Makes recommendations to Director regarding appointment of personnel.

Ascertains present and future needs for areas, facilities and programs; prepares and proposes short and long-term plans to meet those needs, including budgetary requirements.

Assists in the development and implementation of facility master plans for all areas of responsibility.

Supervises and oversees the Highway Garage employee's use of the City's fuel card system, ensuring all personnel are properly trained in its use, utilize the designated fuel card for each assigned vehicle or piece of equipment, and accurately document all fuel purchases to maintain accountability and proper tracking of fuel expenditures.

Maintains and is responsible for existing splash pad facility or future pool chlorination system, pump and filtration system, chemical system and water quality.

MARGINAL JOB FUNCTIONS:

Plows snow when all other Highway Garage employees eligible to plow snow have been notified to work.

Operates snow blower when all other Highway Garage employees eligible to plow snow have been notified to work.

Operates trucks and heavy equipment when assisting crew at job site.

Assist in placement and positioning of barricades in support of community events.

Assists Public Works Department personnel in various projects and programs run by the department.

Assists with outside groups and committees, such as scout troops, little league teams and high school community service groups.

Procure all estimates and paperwork for contractors related to budgetary requirements.

Performs other work as required or as may be assigned by Supervisor

REQUIREMENTS OF ESSENTIAL FUNCTIONS:

Sit : 35%

On what: Office chairs and City vehicles

At what height: Up to 20"

Stand : 30%

On what: Concrete, macadam, dirt, mud, ice, snow and slippery surfaces, ladders, roofs and scaffolding.

Walk or move throughout worksite: 60%

Distance: Up to 1 mile

Drive : 35%

Type of vehicle: Sport utility vehicle, pick-up truck, small dumptruck, snowplow, large trucks, front-end loader, backhoe, snow blower, tractors, rollers and street sweeper,

Comments: N/A

Talking : Required

Seeing : Near acuity (20" or less): Required

Far acuity (20' or more): Required

Depth perception: Required

Color vision: Not Required

Field of vision: Normal field required

Hearing : Required

Feeling : Required

Tasting/Smelling: Tasting not required; Smelling required

Necessary worker characteristics: (check applicable characteristics)

☒ working alone

☒ directing others

☒ expressing personal feelings

☒ influencing people

☒ making judgments

☒ performing repetitive work

☒ performing under stress

☒ attaining tolerance

☒ working under instructions

☒ performing a variety of duties.

Measured in terms of frequency:

Not at all	Occasionally	Frequently	Constantly
0 %	1-33%	34-66%	67-100%

BODY MOVEMENT:

bend/stoop: Occasionally

squat/crouch: Occasionally

climb: Occasionally

crawl: Occasionally

reach: Occasionally

kneel: Occasionally

push: Occasionally

pull: Occasionally

LIFTING:

up to 10 pounds: Frequently

11-20 pounds: Frequently

21-50 pounds: Occasionally

51-100 pounds: Occasionally

REPETITIVE MOVEMENTS:

feet: right ☐ left ☐ both ☒

frequency: Frequently

hands: right ☐ left ☐ both ☒

frequency: Frequently

ENVIRONMENT: inside 35% outside 65%

MACHINES USED: Computer, calculator and fuel system

QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIRED AND DESIRED:

REQUIRED:

High school graduate or GED.

Considerable knowledge of materials, methods and techniques used in street construction.

Minimum of 10 years of employment in the field of highway construction and maintenance.

Minimum of 5 years of supervisory experience.

Ability to operate and repair heavy equipment, dump trucks, front-end loaders, backhoes, tractors and rollers.

Ability to work in adverse weather conditions, possibly for long periods of time.

Ability to be available for emergency call out.

Ability to learn location of all City streets and municipal boundaries.

Ability to read grade sheets.

Experience in winter storm fighting.

Valid Pennsylvania Driver's License, Class "B" CDL with air brakes endorsement.

Ability to deal courteously and tactfully with the public.

Ability to prepare a budget proposal for submission to Supervisor.

Ability to write equipment specifications.

Ability to communicate effectively, both orally and in writing.

Minimum of five (5) years experience in grounds and building maintenance.

Valid Pennsylvania Driver's License, Class "C" and CDL(B)

Ability to read and understand technical manuals, plans, schematics and blueprints.

Ability to prepare a budget and operate within it.

Ability to diagnose and repair equipment malfunctions.

Ability to perform carpentry, plumbing, and electrical work.

Ability to operate shop in a safe and efficient manner.

Ability to meet with sub-contractors and other outside workers for various jobs.

Pennsylvania Department of Agriculture pesticides certification, Category 23 (P&R), 10 (ROW), 24 (CHL).

DESIRED:

Additional related technical school training.

Ability to operate standard shift vehicles.

Trade or technical school degree or certificate.

Previous work experience with volunteers.

Training in automotive and small equipment repair trades.

TIME REQUIREMENTS OF THE JOB:

40 hours per week

Approximately 50-75 hours overtime per year for tasks related to weather events (not supervisory).

APPROVED BY: A Capello
MAYOR

DATE: 10/30/26 (Revised)