



## City of Kansas City, Missouri Job Class Specification

**Job Title:** GENERAL SUPERVISOR

**Department:** MULTI

**Job Code:** 5115

**Status:** NONEXEMPT

**Grade:** NE-6

### Summary

This is supervisory work involving a multitude of complex tasks and logistics with some technical responsibility in general labor operations.

Work involves responsibility for specific aspects of assigned work areas in maintenance and construction activities. Work involves the exercise of independent judgment in making decisions within the scope of specific assignments. Assignments are received in oral or written form and work is subject to frequent review and inspection for completion.

### Duties and Responsibilities

- Supervises the cleaning of streets, catch basins, and alleys in a designated area or district; supervises snow removal activities during the winter.
- Supervises the use and operation of several pieces of heavy equipment used in the maintenance of rock-surfaced roads, grading and ditching of dirt streets, and other related activities.
- Makes assignments and supervises the work of several hot mix asphalt crews in the maintenance of city streets and boulevards.
- Assists in supervising the construction of bridges, culverts, and walls.
- Supervises the maintenance of a parks division, its grounds and facilities; submits budget requests; supervises the maintenance and care of all division equipment and material.
- Supervises and participates in the maintenance of a conventions division, its grounds and facilities; crews engaged in building stages, setting portable dance floors, prepares working sketches for displays, seating and services and other event related tasks.
- Provides field supervision for several pipe line and water service crews engaged in maintenance and limited construction; locates mains, valves, and curb boxes; checks hydrants, valves, services, and mains for leaks.
- Assigns and supervises several labor crews engaged in sewer maintenance including cleaning and repair.
- Performs related work as required.

**Technical Skills**

Considerable knowledge of:

The material, methods, and techniques used in public works maintenance activities, including sewage, water, and streets.

Effective labor supervision techniques.

Hazards and safety precautions of the work entailed in construction and maintenance activities.

Ability to:

Understand and transmit oral and written instructions.

Keep records and submit reports relevant to the work involved.

Anticipate routine needs of the particular unit supervised.

Perform routine duties out-of-doors and occasionally under adverse weather conditions.

**Education and Experience**

High school graduation and three (3) years experience of a progressively responsible nature in construction or maintenance work including one (1) year leading the work of general laboring or maintenance crews.

**Certificates/  
Licenses/Special  
Requirements**

- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision will be exercised over assigned personnel.

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created****Revised**

4/73, 9/06, 5/10,8/2022