



City of Revere

JOB POSTING

JOB TITLE: Lead Supervisor

DEPARTMENT: Department of Public Works, General Side

Location: Revere DPW, 321 Rear Charger Street, Revere, MA 02151 (Location subject to change)

Hours: 7a.m. until 3p.m., 5-day week work/39hours, including but not limited to Saturdays, all based on operational needs. Hours subject to change.

Salary: \$39.89 plus benefits. This is a full-time, Union position.

THE CITY OF REVERE

The [City of Revere](#) is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that government is more responsive to their needs and concerns, an entity that they can trust and that is accountable.

DEFINITION

This position performs a variety of skilled labor duties for the City of Revere, DPW, General Side. The person(s) in this position supports the efforts of the department by provide hands on assistance, supervision and guidance during maintenance and construction projects. Also, the person in this position is accountable for overseeing other members and making sure the work gets completed and is of good quality. As a supervisor, the person in this position serves as the main contact between upper management and labor/craftsperson crews. The Lead Supervisor delegates work, oversees projects and provides clear, concise electronic reports.

ESSENTIAL FUNCTIONS

- Train new team members.
- Assign and monitor tasks and projects.
- Provide hands on assistance to the rest of the team.
- Submit daily and weekly electronic reports to upper management.
- Provide performance reports to upper management.
- Monitor the quality of work to ensure that it meets City standards.
- Manage projects by tracking budgets, timelines, and other milestones.
- Work with human resources to hire, train and provide mentorship and support.
- Produce project process reports, potential challenges, and available options.

- Input and review Cartegraph tasks and make sure they are complete and accurate.
- Ensure that work areas are always safe and clean.
- Oversee 880 employees to ensure that they meet deadlines and deliver high-quality work.
- Manage all aspects of a project from start to finish.
- Perform other related duties as required.

SUPERVISION

May perform duties for and under the direction of the General Foreman, Superintendent, Business Manager and Chief of Infrastructure.

QUALIFICATIONS

- High school diploma or equivalent.
- At least 5 years of related experience within the General side of the City of Revere DPW required.
- Valid Class B Commercial Driver's License required.
- A valid Massachusetts Hoisting engineers License required or be able to obtain within 6 months of hiring.
- Experienced using Municipal Applications and Systems.
- Familiarity with SAMSARA for inventory control device purposes.
- OSHA 30 Hour training required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Working knowledge of the use of common tools.

SKILLS:

- Skilled in the use of power and hand tools.
- Proficient using Microsoft, Outlook and similar platforms.

ABILITIES:

- Ability to operate light automotive trucks and equipment, snowplows, pickup trucks, class B CDL trucks and power-driven grounds maintenance equipment.
- Ability to perform manual labor of a semi-skilled nature, use/make repairs to tools and simple mechanical equipment.
- Ability to perform heavy manual labor for extended periods of time, under varying climatic conditions.
- Ability to follow oral and written instructions.
- Ability to use software on computers and mobile devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands, fingers, feel or operate objects, tools or controls and reach with hands and arms and to talk and hear. The employee is required to stand, walk, sit, climb, or balance. The employee is frequently required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations requirements need to be presented prior to hiring.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. Often employee will be required to work during inclement weather conditions such as heavy rain, snow, flooding, hot and cold weather conditions. The employee regularly works near moving mechanical parts and is exposed to wet and humid conditions along with vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. Will be required to work overtime in extended workday and emergency situations. Will be required to work on call rotations for emergency response.

The noise level in the work environment is very loud in field settings and moderately loud at other work locations.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The listed terms, conditions and offers aren't contractual bindings.

Interested candidates should apply via the City's [Online Application Portal](#). Also, resumes and cover letters can be sent to ccorrea@revere.org

[Apply Online](#)