

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Technical Services Supervisor
Job Code	4009
FLSA Status	Non-exempt
Pay Grade	108

GENERAL POSITION SUMMARY

The Technical Supervisor is responsible for installing, maintaining, removing, and repairing city parking meters, as well as the fabrication, installation, and maintenance of city signage. This includes overseeing street pavement and boardwalk markings, hiring and supervising seasonal meter technician employees, and managing various city street marking maintenance projects. The role ensures that all street signage and markings meet city standards for safety and visibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Parking Meters:
 - Install, maintain, and remove city parking meters and change machines as needed as well as before and after each parking season.
 - Test meters to ensure they are functioning correctly prior to each parking season starting and throughout the season.
 - Oversee seasonal Meter Technicians to ensure meters are functioning during the parking season.
- City Signage and Markings:
 - Perform fabrication, installation, and maintenance of city signage, including RRFB crossing signals and banners.
 - Maintain street pavement and boardwalk markings, including curbing and crosswalks, ensuring they meet city standards.
 - Manufacture and install various types of signage (directional, regulatory, informational) to enhance public safety and navigation.
 - Ensure all signage is clearly visible and complies with safety regulations.
 - Coordinate with city departments to update and replace signage as needed.
 - Implement and oversee the painting of curbs and crosswalks to ensure high visibility and compliance with city codes.
 - Regularly inspect signage and markings for damage or wear, performing repairs or replacements as necessary.
 - Ensure all signage is compliant with city, state, and federal regulations.

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- Maintain sign inventory and maintenance software.
- Supervision and Training:
 - Hire, train, and supervise seasonal meter technician employees.
 - Assign tasks, schedule, and review the work of meter technicians.
 - Train employees in equipment operation such as paint machines and sign-making equipment.
- Administrative Duties:
 - Issue purchase requests through the MUNIS system.
 - Prepare reports on departmental activities.
 - Help prepare and make recommendations for the annual budget.
 - Oversee the work of vendors and private contractors.
 - Monitor the city fuel system and collect related data.
 - Ensure the department runs smoothly and efficiently using leadership and motivational skills.
 - Assist Streets Superintendent and Assistant Superintendent as needed.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Additional training or up to one (1) year of job-related course work after high school
- At least one (1) to three (3) years of related experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

- Possession of a standard driver license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Public Works Department procedures and practices.
- Standard tools and equipment.
- Safety procedures.

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- Techniques and best practices for street signage and pavement markings.

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Management and supervision
- Organization and prioritization
- Equipment operation, particularly related to signage fabrication and installation.

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Monitor equipment operation and detect malfunctions
- Maintain department records
- Maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment		X	
Shop environment		X	
Detention center or correctional facility	X		

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Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Moving mechanical parts		X	
Risk of electrical shock		X	
Vibration	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises (<i>85+ decibels</i>)	X		

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position routinely requires lifting of moderately heavy items, such as equipment, boxes (up to 40lbs), and/or very long periods of walking on rough surfaces on a routine basis, and/or standing for long periods of time and/or frequently requires stooping and bending.

Date created:	9/23/2018
Dates revised	6/10/2024

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