



CERTIFIED PUBLIC WORKS PROFESSIONAL – SUPERVISION (CPWP-S)

CONTENT OUTLINE

DOMAIN 1: BUDGET AND FINANCE	15%
Analyze cost to benefit for potential programs	
Calculate cost recovery for potential and existing infrastructure and programs	
Prepare forecast demands for future services, maintenance, and capital needs	
Evaluate programs to determine actual costs	
Track expenditures against budget	
Authorize expenditures	
Conduct financial tracking for projects and contracts	
Implement purchasing processes and requirements	
Evaluate impact of increased service demands/requirements, capital construction and improvement projects on operating budget	
Evaluate relationship between service level and budgets	
Draft operating budget proposal	
Request budgetary adjustments	
Compile data for capital improvement plan (CIP) to determine present and future	
DOMAIN 2: ASSET MANAGEMENT	8%
Inventory existing assets	
Determine condition of public assets	
Develop schedule for replacement of assets and asset components	
Direct activities related to maintenance of public assets (e.g., scheduling, repairing)	
Utilize inventory of existing assets to project future levels of service	
Determine operational impacts of proposed improvement projects	
DOMAIN 3: PROCUREMENT & CONTRACT ADMINISTRATION	5%
Develop tracking and reporting system to evaluate contract/service performance	
Draft scope and specifications	
Prepare procurement documents (e.g., requests for proposal [RFP] or bid [RFB]) for contracts/services	
Evaluate and recommend vendor	
Ensure deliverables are met and recommend payment	
DOMAIN 4: COMMUNICATION	10%
Establish procedures for receiving and processing inquiries and concerns regarding public works	
Establish relationships with external entities to include HOA, special districts, media	
Resolve difficult and sensitive inquiries from citizens and organizations regarding public works	
Develop communication strategy and system with citizens, elected officials, and organizations	
Implement communication strategy and system with citizens, elected officials, organizations, and other departments	
Implement distribution of information to citizens regarding public works, services, and plans	
Identify forms and tools of communication appropriate to audience	



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Conduct effective meetings

DOMAIN 5: HUMAN RESOURCE MANAGEMENT	24%
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Set and communicate employee performance goals and expectations

Evaluate employee and provide feedback based on performance

Recognize labor/management relation structure

Develop and implement employee training programs

Develop and implement personal development plans

Develop and implement employee safety programs

Recognize qualifying incidents for accident reporting requirements

Develop/implement risk management programs

Develop succession plan

Prepare job descriptions that reflect responsibilities, qualifications and working conditions

Implement employee recruitment strategies

Implement employee retention strategies.

Select and hire employees

Allocate human resources to fit operational needs

Resolve conflicts/incidents based on relevant facts

Identify and prioritize tasks based on urgency and importance

Apply delegation skills to work tasks

Assess and utilize leadership styles and team dynamics

DOMAIN 6: ADMINISTRATIVE	15%
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Interpret applicable regulatory requirements

Develop and implement policies and procedures

Develop and implement practices and procedures

Develop operational priorities in alignment with strategic plan

Develop system for measuring performance of activities

Measure and report activity performance

Assess service and work order requests

Schedule work tasks and crews

Establish guidelines for preparation and presentation of technical and operational studies and recommendations

Prepare periodic activity report

Retain and manage records

DOMAIN 7: PROJECT MANAGEMENT	4%
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Manage delivery of projects

Report project status

Establish and implement project close-out procedures

DOMAIN 8: EMERGENCY MANAGEMENT	9%
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Coordinate internal communication and information management during emergency incidents	
Coordinate inventory, mobilization, dispatch, and tracking of resources during emergency incidents	
Recognize the command and management system for emergency management	
Recognize documentation and recordkeeping system required for emergency incidents	
Recognize emergency purchasing policies for emergency resources	
Execute the role of public works in emergency planning, response, and recovery along with the roles of other governmental entities	
Recognize the difference between emergency planning, response, and recovery as it pertains to public works	
DOMAIN 9: UNDERSTANDING OF PUBLIC WORKS OPERATIONS	12%
Broad understanding of PW operational areas and how they are integrated, including the roles, functions, and key terminology.	
Water, wastewater, and stormwater systems	
Engineering and project management	
Fleet and equipment management and maintenance	
Transportation	
Sustainability	
Snow and ice management	
Permitting and right-of-way management requirements	
Bridges	
Facilities & grounds management	
Solid waste	
TOTAL	100%