

JOB DESCRIPTION



PUBLIC WORKS SUPERVISOR

(Exempt, Management Position)

DEFINITION

Under general supervision, to supervise and inspect the work of street maintenance employees and contractors; to maintain a variety of records concerning employees, contractors, equipment, and supplies; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Plan and implement street and road construction, maintenance, or repair activities. (E,M)
- Arrange, assign, and supervise daily work assignments. (E,M)
- Supervise the use of construction equipment in street maintenance and repair activities. (E)
- Manage the application of traffic markings on the City streets, and the installation of traffic sign and traffic control devices. (E)
- Respond to public inquiries pertaining to street maintenance and other public works operations. (E)
- Recommend work methods and techniques, and ensure proper care and use of tools and equipment. (E)
- Coordinate manpower resources and manage vacation requests to assure that work can be carried out efficiently. (E,M)
- Monitor closed solid waste disposal site, right-of-ways, and creeks, drainage structures and easement areas for signs of flooding, erosion, or other problems, and implement corrective measures as needed. (E,M)
- Monitor and manage closed solid waste disposal site equipment and systems. (E)
- Participate as a voting member of the Traffic Engineering Committee and facilitate approved changes as appropriate. (E)
- Manage several components of the City's Stormwater Management Plan including implementation of storm drain inlet cleaning program, key contact for identifying illicit discharges, and assuring effective street sweeping program. (E,M)
- Manage street tree maintenance operations. (E)
- Provide oversight to garage operations including budget, cost monitoring and internal billing. (E)
- Communicate on an ongoing basis with supervisors and other personnel to assure a clear understanding of project status and departmental issues, and to strategize to achieve common objectives, and to provide for continuous improvement. (E,M)
- Informally benchmark and network with other agencies for best practices and to advance cooperative relationships. (E)
- Perform as Public Works (Alternate) in SEMS organizational structure when Emergency Operations Center is activated or at a Field Operations Center when activated for a localized emergency. (E)
- Assure that requests for emergency response are handled as efficiently as possible. (E)
- Supervise, provide necessary and beneficial training opportunities, and evaluate assigned staff. (E)
- Participate in the requisition and purchase of equipment, parts, and materials for the day-to-day Public Works and Vehicle Maintenance operations. (E)
- Assist in the preparation of annual budget and capital improvement programs, including estimating personnel, equipment, and materials required for specific public works projects and garage operations. (E)
- Assist in analysis of tasks for efficient use of force-account or contractor resources. (E)
- Coordinate with other departments to provide efficient options for completing projects. Track costs and use of resources as necessary to assure that normal department work activities are not impacted. (E)
- Prepare a variety of reports related to the above listed operations. (E)
- Other duties as assigned. (E)

QUALIFICATIONS

Knowledge of:

- Use and operation of a variety of light and heavy power-driven equipment.
- Tools, methods, and materials used in street maintenance and construction.
- Principles of supervision, training, and performance evaluation.
- Recordkeeping and reporting procedures.
- Safe work practices.
- Use and operation of computer and basic PC office applications is desirable.

Ability to:

- Effectively assign, supervise, train, and evaluate subordinate employees in the performance of Public Works maintenance activities.
- Perform a variety of skilled tasks in general construction and maintenance activities.
- Skillfully and safely operate a variety of mechanical equipment.
- Make minor repairs and adjustments to light power-driven equipment.
- Understand and follow oral and written directions.
- Maintain proper records and make accurate reports.
- Read and interpret construction plans and specifications.
- Make estimates of material and labor needs.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Identify and solve problems.
- Perform heavy manual labor and lift up to 75 pounds.
- Work outside in extreme weather conditions.
- Climb and perform work at levels of up to 15 feet in height.

Experience:

Four years of increasingly responsible experience in public works maintenance, street maintenance preferred, including two years of supervisory or leadworker experience.

Education:

- Equivalent to completion of the twelfth grade, or GED.
- Additional training or college courses desirable.

Necessary Special Requirement:

Possession of a Class "B" California Driver's License. Possession of a Class "A" California Driver's License with endorsements is preferred. (This position will be subject to the United States Department of Transportation and Federal Highway Administration regulations relating to controlled substance and alcohol use and testing.)

S:\Human Resources\Human Resources\COU JOB DES Files\STREETMAINTENANCE\PubWrksSup_JobDes.doc