CITY OF CONCORD invites applications for the position of:

Public Works Supervisor

**SALARY:**
- $41.03 - $52.37 Hourly
- $7,111.87 - $9,077.47 Monthly
- $85,342.40 - $108,929.60 Annually

**OPENING DATE:** 07/12/19

**CLOSING DATE:** 08/09/19 05:00 PM

**JOB CHARACTERISTICS:**

***OPEN & PROMOTIONAL JOB OPPORTUNITY***

Public Works Supervisor

The City of Concord's Public Works Department is seeking an experienced professional to serve as their next Public Works Supervisor. The current vacancy is in the Infrastructure Division.

Under general supervision, the Public Works Supervisor supervises, assigns, and reviews the work of staff responsible for providing public works maintenance, repair, and construction services for an assigned section (Infrastructure Division), and performs a variety of technical tasks relative to their assigned area of responsibility. This position exercises direct supervision over maintenance staff.

The ideal Public Works Supervisor candidate will have proven leadership and mentoring skills working in a strong unionized environment. He or she will understand what is necessary for excavations from start to finish, including the type of safety equipment needed and utility locating processes. He or she will have experience with the needs of standby rotational staff, SSO reporting requirements using CIWQS, experience with CCTV programs, and sanitary sewer system preventative maintenance programs. The desirable candidate will have minimum Grade III Collection System Maintenance certification from the California Water Environment Association. He or she will have good organizational skills and experience managing contractors and contracts. He or she will embrace technology, be familiar with asset management systems, and will make safety the highest priority.

Additionally, the ideal Public Works candidate will be an individual who exemplifies and embodies the City's Mission, Vision and Values.

**SELECTION PROCESS**

1. Submit a completed City of Concord application and the required supplemental question responses online at www.cityofconcord.org by **5:00 p.m., Friday, August 9, 2019**. Only application materials submitted online during the filing period will be accepted.

   Please attach a copy of your resume when you apply online. You must complete the job application in its entirety in addition to the resume submission in order to be considered (i.e., do not indicate "see resume" on job application or leave sections blank).

2. All qualified applications and supplemental responses will be competitively evaluated, and those candidates demonstrating the strongest qualifications for the position will be invited to participate in a panel interview, which has been scheduled for **Wednesday, August 28, 2019**. If you are selected to participate in the panel interview and are unavailable, we regret that we will not be able to reschedule you.
3. Candidates that pass the panel interview will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 months.

**IMPORTANT:** Contact with candidates will primarily be via email. Make sure you list a current email that you check regularly on your application.

**PUBLIC WORKS SUPERVISOR**

**Purpose**
Under general supervision, a Public Works Supervisor supervises, assigns, and reviews the work of Public Works Division staff responsible for providing public works maintenance, repair, and construction services for an assigned section; and performs a variety of technical tasks relative to assigned area of responsibility; and performs related and other work as required all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

**Supervisory Guidance Received/Given**
This position receives direction from a Public Works program or division manager. This position exercises direct supervision over maintenance staff.

**Equipment, Methods & Guidelines**
Uses federal, state and local laws, regulations, policies and procedures; reviews and interprets City policies, procedures, and administrative directives. Typically uses City vehicles, telephones, 2-way radios, calculators, and computers with specialized applications.

**Working Conditions**
Works indoors, works outdoors, exposure to extreme hot or cold temperature, works at heights (ladder), works around moving machinery, exposure to marked changes in temperature/humidity, exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles, exposure to toxic or caustic chemicals, exposure to excessive noise, exposure to radiation or electrical energy, exposure to solvents, grease or oil, exposure to slippery or uneven walking surfaces, working below ground, using computer monitor, exposure to vibration (power tools), exposure to flames or burning items (welding), works with and around others, works alone. Conditions may also involve attendance at meetings held during the workday and in the evenings. Also includes irregular hours as necessary to meet deadlines and achieve objectives.

**Physical Demands**
The work emphasizes speech and hearing sufficient to carry on a conversation with another individual (or groups of individuals) in person or over the telephone, vision ability sufficient to read and produce printed material and information displayed on a computer screen, ability to sit of long periods of time, stoop, kneel, reach, write, perform repetitive motions, exert force occasionally to lift, carry, push, pull, or otherwise move objects with the human body.

**Allocation Factors/Distinctions**
This professional-level classification may be populated with multiple incumbents who exercise a broad range of supervision over complex Public Works programs critical to the Department's mission. The next higher-level Public Works management positions are responsible for directing the work of entire Public Works Divisions. The Public Works Supervisor is distinguished from the next lower-level Public Works field position, Senior Maintenance Team Leader, by the level of supervisory, administrative, and budget responsibilities.

**EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

**Essential Job Functions**
Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and
responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Supervise, plan, prioritize, assign, and review the work of staff responsible for providing the construction, maintenance, and repair of public works facilities for an assigned area of responsibility encompassing parks, medians, facilities, fleet, sewer, streets, storm, sidewalks, signs, roadway markings, street sweeping services, street lighting, and traffic signal maintenance services.

2. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; conduct performance evaluations.

3. Prepare various reports on operations and activities.

4. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing maintenance and repair services; implement policies and procedures.

5. Participate in the preparation and administration of the Public Works budget; submit budget recommendations; monitor expenditures.

6. Prepare specifications for material and equipment purchases; requisition supplies and materials.

7. Supervise the maintenance of time, material and equipment use records.

8. Inspect the work of crews while in progress; provide advice and assistance to crew members.

9. Ensure the adherence to City, departmental, and safety policies and procedures by personnel; conduct training sessions with employees regarding safety, equipment operation procedures, and related topics.

10. Investigate liability claims submitted to the City; provide information to appropriate staff; coordinate repair actions if required.

11. Assist in the preparation of maintenance contracts for work to be performed by outside contractors; assist in the preparation of public works construction or repair plans and specifications; oversee and inspect the work of contractors related to public works construction and maintenance services; ensure work is accomplished in a timely and appropriate manner; ensure compliance with applicable codes.

12. Assist in a variety of Department and Division operations; perform special projects and assignments as requested.

13. Inspect City facilities for needed maintenance and repairs; coordinate a system for preventive maintenance.

14. Inspect work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner.

15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**Non-essential Job Functions**
1. Performs other duties as required.

**QUALIFICATIONS:**

**Knowledge, Skills and Abilities**
Knowledge of operations, services and activities of a comprehensive public works maintenance, construction, and repair program; procedures, methods, practices, materials, and equipment commonly used in a public works maintenance, construction, and repair program; weed and pest control programs; wastewater collection; NPDES; occupational hazards and standard safety practices associated with a public works maintenance, construction, and repair program; principles and procedures of record keeping and reporting; basic principles of municipal budget preparation and control; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations; modern office procedures, methods, and computer equipment.
Ability to supervise, organize, and review the work of maintenance personnel; select, supervise, train, and evaluate staff. Interpret, explain, and enforce departmental policies and procedures; ensure staff compliance with Federal, State, and local rules, laws, and regulations; maintain accurate records and prepare clear and concise reports; perform responsible and difficult work involving the use of independent judgment and personal initiative; conduct studies, prepare comprehensive reports and determine cost effective ways for conducting the assigned public works maintenance operations including weed and pest control; prepare reports and carryout programs related to waste water collection and storm water drainage; inspect trees to identify diseases and determine proper treatment; provide advice on selection of and proper maintenance plant materials; operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works facilities; accurately determine work required and estimate the hours, materials and cost of such work; read and interpret engineering blueprints, specifications, and technical manuals; oversee the work of outside contractors; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Experience/Certifications**

**Education**: Equivalent to completion of the twelfth grade supplemented by college or apprentice-level course work in public works maintenance, construction, and repair. Possession of an associate's degree in a closely related field is highly desirable.

**Experience**: Four years of related progressively responsible experience in the construction, maintenance, and repair of public works activities, including some lead responsibilities.

**Certifications**: Specialized certification related to job discipline (e.g. Wastewater Collection Certification; Qualified Applicator Certificate) is highly desirable.

**OTHER:**

**Other Requirements**

A valid California driver’s license (Class C) and satisfactory driving record are conditions of initial and continued employment.

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The City of Concord is an Equal Opportunity/Veteran’s Preference Employer.

The provisions of this bulletin do not constitute a contract, express or implied and any provisions contained in this bulletin may be modified or revoked without notice. It is a policy of the City to refuse to consider a person for a position whenever that person’s relationship to an employee, elected or appointed official, or member of a board or commission has the potential for creating adverse impact on supervision, safety, security, or morale, or involves a potential conflict of interest.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.cityofconcord.org

1950 Parkside Drive
Concord, CA 94519
925-671-3308

Jobs@cityofconcord.org

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**Public Works Supervisor Supplemental Questionnaire**

* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
* 2. Which best describes your highest level of education?
   - Some high school
   - High school or GED
   - Some college
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree
   - Doctorate Degree
   - None - N/A

* 3. Have you completed any college or apprentice-level coursework in public works maintenance, construction, and repair?
   - Yes
   - No

* 4. How many years of related and progressively responsible experience in the construction, maintenance, and repair of public works activities do you have?
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 3 years
   - 3 years to less than 4 years
   - 4 years to less than 5 years
   - 5 or more years

* 5. How many years of supervisory experience do you have (with direct reports), which includes documenting performance and administering performance evaluations?
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 3 years
   - 3 years to less than 4 years
   - 4 years to less than 5 years
   - 5 or more years

* 6. How many years of lead experience do you have?
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 3 years
   - 3 years to less than 4 years
   - 4 years to less than 5 years
   - 5 or more years

* 7. Do you possess CWEA collection system operator certification?
   - Yes
   - No

* 8. What grade is your CWEA collection system operator certification?
   - Level I
   - Level II
   - Level III
   - Level IV
   - I don't possess this certification

* 9. Do you have experience using CWIQS?
   - Yes
   - No
* 10. In 500 words or less, tell us what you know about the Department of Motor Vehicles' Pull Notice Program, and how it relates to the Sewer Maintenance Division. If you don't know anything about this program, please write NA in the box below.

* 11. Scenario: The SSO has backed up inside a residential home and has spilt sewage throughout multiple locations in the home. In 500 words or less, please describe how you would expect one of your direct reports, while on stand-by duty, to respond to an SSO in the middle of the night.

* Required Question