

City of Suisun City is an equal opportunity employer



PUBLIC WORKS SUPERVISOR

\$5,508 – \$6,695/Monthly DOQ

Plus: \$2/hour Premium Pay & Excellent Benefits!

Final Filing Date: Open Until Filled

There is currently one full-time position available. This position is funded by the Lighting and Landscaping Districts.

SPECIAL PAY INCENTIVES:

- **PREMIUM PAY** – An additional \$2/hour for all miscellaneous personnel, paid through June 30, 2023.

COMMUNITY

Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in their full-service public safety services provided by the Police and Fire Departments.

THE POSITION: Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of semi-skilled and skilled duties involved in the maintenance, repair, and construction of public works systems including streets, sidewalks, streetlights, traffic signals, collection systems, and assessment districts; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinates the organization, staffing, and operational activities for assigned maintenance services including streets, collection systems, sidewalks, assessment districts and related public works facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Directs, coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work quality, methods, and procedures; meets with staff to identify and resolve problems.
- Oversees contractors working for the City involving landscaping, irrigation, planting, electrical signal light maintenance, and/or other public works maintenance contract services as needed; ensures compliance with specifications; verify completion of work and/or correction of work as needed.
- Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work issues, including equipment operating problems; performs technical and complex tasks of the work unit.
- Inspects work in progress and upon completion to assure that repairs, maintenance, and project activities are in accordance with City quality standards, regulations, policies and operating procedures and practices.
- Performs related and other duties as required.

Education/Training/Experience:

- High School Diploma or equivalent
- Additional college level coursework or specialized training in public works construction and maintenance or a related field is required.
- Four years of increasingly responsible experience in public works maintenance, construction, and repair work.

License and Certifications

- Possession of a valid California Class A driver's license is required.
- Possession of a valid arborist and park inspector certifications may be required depending on work assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions outlined in the class specifications for Public Works Supervisor 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 job functions.*

SPECIAL PAY INCENTIVES: *Details on special pay incentives can be found in the Suisun City Management and Professional Employees' Association Memorandum of Understanding (SCMPEA MOU 21-23).*

BENEFITS:

- **Retirement** – Employees who are considered New Member to CalPERS will have the benefit formula of 2% at 62, highest three-year average final compensation in accordance with PEPR legislation. For employees who are considered "Classic" CalPERS members, the benefit formula is 2% at 55 with single highest year final average compensation.
- **Health, Vision and Dental Insurance** – City-paid medical coverage up to current CalPERS Kaiser Family rate applicable to selection of medical plans. Employees with other group medical coverage may be eligible for an in-lieu cash payment of \$500 or \$700 depending on coverage level; the City offers Delta Dental and VSP insurance with the premiums paid by the employee.
- **Life Insurance** – City pays for \$200,000 of Basic Life Insurance coverage.
- **Time Off/Holidays** – Vacation is accrued initially at the rate of ten days per year with amounts increasing over time; 96 hours of sick leave; 11 paid holidays and 2 floating holidays per year; Executive Leave of 80 hours per fiscal year and the ability to earn up to an additional 40 hours.
- **Deferred Compensation** – Voluntary contribution to the 457 Plan. City match up to \$118 or 4% per pay period.
- **Social Security/Medicare** – City does not participate in Social Security; City withholds for Medicare.

APPLICATION/SELECTION PROCEDURE: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.