

PUBLIC WORKS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Public Works Superintendent, 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, street lights, 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 relative to assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

The Public Works Supervisor class is the full first-line supervisory class in the maintenance worker series. It is distinguished from Senior Maintenance Worker by its responsibility for directly supervising maintenance crews and overseeing contract maintenance services.

REPRESENTATIVE DUTIES

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.

1. Coordinates the organization, staffing, and operational activities for assigned maintenance services including streets, collection systems, sidewalks, assessment districts, and related public works facilities.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Establishes schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate management staff and allocates resources accordingly.
4. Directs, coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Oversees contractors working for the City involving landscaping, irrigation, planting, electrical signal light maintenance, and/or other public works maintenance contract services; ensures compliance with specifications; recommends payment of bills and/or correction work.
6. Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolve complex work related or equipment operating problems; performs the more technical and complex tasks of the work unit
7. Inspects work in progress and upon completion to assure that repairs, maintenance, and project activities are in accordance with City regulations, policies and operating procedures and practices.
8. Prepares reports on maintenance operations and activities; estimates and requisitions materials, parts and supplies in accordance with established procedures; obtains prices and bids and prepares purchase order requests as necessary.

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9. Participates in the selection, training, motivating, and evaluating of assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
11. Provides staff assistance to the Public Works Superintendent; may participate on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Coordinates assigned maintenance activities with those of other divisions and outside agencies and organizations.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field.
14. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned maintenance program.
Methods and techniques of conducting on-site work inspections.
Mandated rules, regulations and standards in assigned areas.
Principles and practices of general construction.
Modern and complex principles and practices of landscaping and maintenance.
Modern and complex principles and practices of electrical maintenance and repair.
Modern and complex principles and practices of street maintenances and repair.
Installation, maintenance, and repair of irrigation systems.
Methods and techniques of traffic signal and street lighting maintenance.
Methods and techniques of contract administration.
Operational characteristics of a variety of maintenance and repair tools and equipment.
Modern office procedures, methods and computer equipment.
Principles of basic report preparation.
Modern and complex principles and practices of preventive maintenance.
Occupational safety hazards and safe work practices.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City maintenance policies and procedures.
Plan, coordinate and schedule assigned maintenance functions.
Analyze City maintenance needs and recommend appropriate action.
Oversee contracted services and ensure compliance with contract specifications and obligations.
Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
Deal with problems involving several concrete variables in standardized situations.
Maintain accurate inventory records of materials bought and used.
Prepare clear and concise reports.

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Work with minimal supervision.
Interpret and apply Federal, State, and local policies, laws and regulations.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in public works construction and maintenance or related field.

Experience

Four years of increasingly responsible experience in public works maintenance, construction, and repair work.

License or Certificate

Possession of a valid California Class A & Class C Driver's License.

Possession of a valid arborist and park inspector certifications, depending on work assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed in an office and field environment with travel from site to site; the employee occasionally works in outside weather conditions; exposure to hazardous chemicals, fumes, airborne particles, and toxic or caustic chemicals, and vibration; risk of electrical shock.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to walk, stand and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry moderate to heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.