



PUBLIC WORKS MAINTENANCE WORKING SUPERVISOR

FLSA Status: Non-Exempt
Adopted: August 27, 2015
Revised: October 2016

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.

GENERAL DEFINITION

Under general direction of the Public Works Director, performs the full range of duties of a Maintenance Technician and plans, directs and supervises the work of assigned personnel within the Public Works Maintenance Division.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Maintenance Technician series by the supervisory responsibility and the assignment of the full range of duties and the application of specialized knowledge in the more complex and advanced maintenance related to landscaping, building maintenance and the cleaning, maintenance and repair of streets, parks, drainage systems and other public works projects. Incumbent is normally expected to solve most work problems independently and exercises independent purchasing authority.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to:

- Plans, assigns, schedules and directs the work of the Maintenance Technicians
- Performs the full range of Maintenance Technician duties including the operation of all types or motorized equipment as necessary
- Establishes work priorities and conducts field inspections to review work in progress and upon completion
- Monitors timely completion of service requests
- Directs and coordinates the assignment of personnel materials and equipment at various work sites; maintains adequate inventories of materials and equipment
- Provides for the training of Maintenance Technicians in work methods, use of tools and equipment and safety practices; evaluates and corrects the performance of subordinate staff; performs written annual employee evaluations
- Monitors streets and sidewalks, storm drains and sewers, traffic signs and lighting and Town facilities and reports back to the Director of Public Works

- Responds to questions, inquiries, complaints and emergency calls from the public, subordinates and other agencies and takes the appropriate course of corrective action
- Prepares a variety of memos, letters, records and reports; maintains Division files
- Participates in the preparation of the annual operating budget for assigned program areas; monitor and control expenditures
- Confers Director of Public Works to discuss work projects and establish priorities
- Exercises excellent customer service including patience and professionalism at all times
- Exhibits and encourages behavior that is consistent with the Town's risk management program and decreases risk of accident or injury to self, employees, residents, visitors and their property
- Attends County-wide meetings regarding:
 - National Pollution Discharge Elimination Systems
 - Integrated Pest Management
 - C.10 – Trash Capture Monthly Meetings
- Attends Sanitary Sewer Maintenance and Risk Management workshops and conferences
- Conducts Fats, oils and grease Inspections and reporting duties
- Conducts C.3 Operation and maintenance inspections of storm water devices as needed
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of customer service
- Principles and practices of supervision
- Principles and practices of teambuilding and leadership
- Pertinent Federal, State and local laws and regulations
- Operations, services and activities of a municipal public works maintenance division
- Use and purpose of general construction and maintenance tools and equipment
- Principles and practices of work safety
- General construction and maintenance materials, procedures, and equipment with particular reference to street, water, sewer, parks and building operations
- Operation of heavy power-driven equipment, including, but not limited to, trucks, loaders and various equipment used for street maintenance and repair
- Tools used in street, water, sewer, parks and building construction and maintenance
- English composition, grammar, spelling and math

Ability to:

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Perform a wide variety of semi-skilled and unskilled tasks in the construction, maintenance and repair of Town public works

- Operate trucks and a variety of power driven equipment
- Perform heavy manual labor
- Effectively supervise staff

Education and Experience

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: High School Graduate or equivalent
- Experience: Five years of experience in construction and maintenance work; public works and supervisory experience is desirable

Licenses and/or Certificates

- Must possess and maintain a valid California Driver's License
- Possession of a Certified Applicators Certificate from State of California Department of Pesticide Regulation, if requested
- May be required to possess or obtain Certificate from American Water Works Association for testing and certifying back flow assemblies
- May be required to possess or obtain Class B driver's license

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Ability to work effectively with co-workers, the public and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions

PHYSICAL AND SENSORY REQUIREMENTS

- Must be physically capable of sustained lifting of up to 50 lbs, standing, crouching, climbing and walking
- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks including moving equipment/ furniture, operating equipment, lifting, stooping and bending
- Required to wear personal protective equipment (PPE) appropriate for job assignments
- Must comply with respiratory program and Cal OSHA standards
- Speak, read and understand sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.