

**City of San Rafael
Job Class Specification**

Job Title: Street Maintenance Supervisor

SUMMARY

Under general direction provides day-to-day supervision of the work of crews engaged in the repair, maintenance, and construction of Public Works facilities including street, curb, and sidewalk patching, painting, and improvements, and maintenance of the City's storm drainage lines and pumping stations.

CLASSIFICATION CHARACTERISTICS:

This is a working supervisor level classification in Street Maintenance, responsible for job planning, coordination, and site supervision. This class is distinguished from the Street Maintenance Superintendent, which has overall supervisory responsibility for the section; and from the Supervising Street Maintenance Worker, which acts as a crew lead worker or equipment operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises and participates in street patching, resurfacing, striping and sweeping, street sign maintenance and installation, sidewalk, curb, and other concrete work; and storm drain and pump clearing, repair, and maintenance.
- Assists the supervisor and superintendent in determining priorities and schedules.
- Plans, lays out, estimates and arranges for material, equipment, and personnel requirements, and assigns and explains jobs to assigned personnel.
- Provides on site supervision of larger projects, and checks on work in progress which is under the direction of a lead worker, to ensure adherence to standards and safe working practices.
- Monitors and coordinates work performed by contractors to the City.
- Responds to complaints and requests from the public regarding drainage and street maintenance.
- Works with City engineering staff and others to understand and implement improvements.
- Reads and interprets blueprints, drawings, and manuals.
- Maintains records and prepares reports of work performed, materials used, and allocation of personnel.
- Conducts performance appraisal and preliminary counseling of employees, and participates in interviews and related personnel management processes;
- Identifies the need for, and conducts, training of employees;
- Assists the supervisor with administrative and supervisory functions of the section.
- Supervises and participates in emergency repair, maintenance, and operation of Public Works facilities, including work in other sections of the department.
- Performs related work as required.

KNOWLEDGE OF:

- Principles and practices of supervision, including assigning and appraising work;
- Planning, lay out, and coordination of projects.
- Methods, materials, tools and equipment used in the construction, maintenance, repair, painting, and sweeping of streets, curbs, and sidewalks.
- Methods, materials, tools and equipment used in the operation, maintenance, and clearing of storm drains and pumps.
- Safe working practices including shoring, traffic barriers and controls, respiratory protection, and other protective clothing and devices.

ABILITY TO:

- Supervise large crews or multiple smaller crews through subordinate lead workers. Plan, lay out, estimate, and coordinate project work.
- Establish and maintain effective working relationships with employees, the public, contractors, and others.
- Troubleshoot and analyze maintenance and repair problems and developing solutions. Maintain records and prepare reports.
- Read and interpret plans, specifications, blueprints, schematics, and manuals.
- Perform the more difficult and complex construction and maintenance work.
- Lift and carry heavy tools and materials; perform strenuous physical work.
- Work outdoors and in inclement weather.

EDUCATION and/or EXPERIENCE:

Graduation from high school or equivalent; and four years of increasingly responsible experience in street and storm drain maintenance and repair, including at least one year in a lead/supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid California Class "B" driver's license and have a satisfactory driving record. Must be willing to work overtime and on-call for emergency repairs and maintenance. Must be willing to work underground, in confined places, and in exposure to unpleasant and potentially hazardous conditions. Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, and fumes or airborne particles. The employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Hazards: Hazards are moderate, fairly predictable and protected against.

FLSA Status:	Non-Exempt
Prepared By:	Nash and Company
Prepared Date:	January 2001
Approved By:	City of San Rafael
Approved Date:	October 2001