



Public Works Crew Supervisor

Summary

Plan, assign, schedule and supervise the work of maintenance crews engaged in the assigned street maintenance divisions; provide technical and functional assistance, perform related fully skilled work as required.

Class Characteristics

General supervision is provided by a higher-level manager; responsibilities include the direct and indirect supervision of assigned staff.

This class is distinguished from the Street Maintenance Lead Worker and/or a Street Maintenance Worker by the additional supervisory and lead responsibilities and the technical and functional assistance given to employees in the division. This position performs the same work as the subordinate positions as well as performing the supervisory and lead duties as described.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, assign, schedule, and supervise the work of assigned maintenance crews.

Assist supervisory staff in conducting performance evaluations.

Perform fully skilled work and/or supervise the installation and repair of street and traffic signs, and the painting of street center-lines and crosswalks, bike lanes, fog on shy lines, buttons, stop bans, and legends.

Operate such heavy equipment as saws, sprayers, jack hammer, chipper, rollers, loader, tractor, trucks, and various hand and power tools.

Inspect completed work for conformance to blueprints, specifications, and standards.

Requisition material and equipment for jobs and coordinate work for the best utilization of time and equipment.

Responsible for scheduling and overseeing the maintenance for the City drawbridge; train subordinate staff in the operation and maintenance of the drawbridge, including greasing the bridge, graffiti removal, and replacing boards.

Establish or adjust work procedures to meet production schedules.

Analyze and resolve work problems and/or assists workers in solving work problems.

Confer with other lead or supervisory personnel to coordinate work activities involving other departments.

Consult with management in the coordination and assignment of workloads.

Ensure safe work practices and procedures are followed and enforce safety precautions.

Keeps records of work performed.

Perform related duties as assigned.

Skills/Abilities:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence; speak effectively before groups of customers or employees of organization.

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, compute rate, ratio, and percent and to draw and interpret bar graphs.

Comprehend and carry out instructions furnished in written, oral, or diagram form.

Deal with repair problems using City standards.

Communicate clearly and concisely, both orally and in writing.

Establish and effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Basic supervisory principles and practices.

Terminology, methods, materials, tools, and equipment used in street maintenance, concrete work, and traffic painting and signing work.

Operation and maintenance of hand and power tools and equipment related to the work.

Safe working practices, including traffic control and protective clothing and devices, related to the work.

Codes and regulations applicable to the work.

Shop mathematics.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Three years of increasingly responsible experience in street maintenance and construction and traffic painting and signing work including at least one year at a lead or supervisory level.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 09/17/07

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Department: Public Works & Utilities

FLSA Status: Non-exempt