

PUBLIC WORKS SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the operations of an assigned section within the Public Works Department; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over assigned maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for performance of maintenance activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water, street, or park maintenance activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for purchase of materials and equipment; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare and coordinate the procurement of services, supplies, and equipment; perform research of vendors and suppliers, seeking best-value; define scope of work for maintenance activities; coordinate closeout to ensure payments are processed correctly.

Schedule and oversee the work of outside contractors; perform inspections of work; coordinate maintenance projects with other divisions and departments.

Participate in division maintenance activities related to assigned area of responsibility; may operate heavy equipment including backhoe and tractors; may use hand and power tools.

Represent the division and department on various boards and committees; attend meetings as required.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of public works maintenance operations in assigned area of responsibility.

Equipment, tools and materials used in the performance of public works maintenance activities.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct assigned section operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, work outside in different types of weather while exposed to heavy traffic, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease oil, cleaning chemicals, paint, glues, solvents and spills. Intermittently, sit while driving a piece of equipment; stand and walk over rough, uneven or rocky surfaces while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform duties in cramped areas such as trenches, vaults, and manholes; perform simple

and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

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

##### Experience:

Three years of increasingly responsible experience in public works maintenance; including one year providing technical and functional supervision over assigned personnel.

##### Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in a related field.

#### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.