



Public Works Maintenance Supervisor

Department/Division:	Public Works/Maintenance
Reports To:	Public Works Maintenance Superintendent
Provides Direction To:	Public Works Lead Worker, Street Maintenance Worker, Equipment Operator, Equipment Mechanic and other staff
Exemption Status:	Non-Exempt
Date Prepared:	April 10, 2002
Date Revised:	August 15, 2019

GENERAL PURPOSE

Under general supervision, supervises, assigns, reviews and participates in the work of staff responsible for street sweeping (in-house & contract services), concrete & asphalt maintenance (in-house & contract services), maintenance yard facility maintenance, equipment maintenance and graffiti removal within the Maintenance Division of the Public Works Department; performs administrative task, report writing, acts as Public Works Maintenance Superintendent in absences; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Maintenance Supervisor is a supervisory level classification of the Maintenance Division of the Public Works Department. This class receives assignments from, and reports to, the Public Works Maintenance Superintendent. This position is distinguished from the lead positions within the department by its greater extent of supervision and breadth of knowledge of public works maintenance practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, coordinates, supervises, directs, and inspects the work of crews engaged in the patching, construction, paving, and maintenance of streets, storm drains sidewalks, curbs and gutters, right-of-ways, and street cleaning operations; painting of streets, cross-walks, safety zones, curbs, and parking stalls; maintenance, replacement, and repair of street signs and barricades and coordinates with fleet maintenance operations.
2. Participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
3. Prepares various reports on operations and activities.
4. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing street maintenance services; implements policies and procedures.
5. Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures. Estimates time and material costs; evaluates and institutes changes in work methods and priorities; assists in the preparation of street maintenance section budget and monitors expenditures of allocated funds.
6. Assumes management responsibility for all services and activities of the public works staff.
7. Serves as liaison for street maintenance services with other City departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
8. Provides responsible staff assistance to the Public Works Superintendent; prepares and presents staff reports and other necessary correspondence.
9. May operate equipment used in street, park, parkway, and tree maintenance work when necessary.
10. Assists with the oversight & administration of various contract maintenance services, such as but not limited to concrete repairs, asphalt repairs, traffic striping & markings as well as traffic signals, and street lighting.
11. Makes arrangements with contractors and administers service contracts for jobs not performed by City staff, such as striping of streets; coordinates construction or maintenance work with other divisions; provides assistance with a variety of construction or maintenance activities; and ensures compliance within such contracts.

12. Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; investigates and reports on matters related to claims made against the City.
13. Works special events after-hours and weekends performing duties such as traffic control, event clean up as well as coordinating tasks with other city departments before, during and after special events.
14. Responds to emergency situations in the City as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operational characteristics, services, and activities of a public works maintenance program; methods and techniques of maintaining public streets; equipment and tools used in the maintenance and repair of streets; modern and complex principles and practices of budget preparation and control; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and procedures of record keeping, safe work practices; and Microsoft Office software (e.g., Excel, Word, Paint 3D, Outlook, OneNote).

Ability to:

Supervise, organize, and review the work of technical, maintenance and clerical personnel; manage, direct, and coordinate the work of technical and maintenance personnel; prepare and administer a program budget; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply Federal, State and local policies, procedures, laws, and regulations; operate a wide range of light to medium power-driven equipment; read and interpret drawings, plans, blueprints, and specifications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and read and write English at the level required for successful job performance.

Education/Training/Experience:

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

Graduation from high school or equivalent and five years of increasingly responsible experience in public works maintenance and repair work, including

the operation of power-driven equipment and one year of supervisory or lead responsibility.

At least two years college level and/or technical school education in Civil Engineering or related field is desirable. Equivalent combination of education and experience may be demonstrated through advanced Public Works maintenance operations and supervisor work experience including responsibilities of a Public Works Supervisor overseeing tasks as described previously in "ESSENTIAL DUTIES AND RESPONSIBILITIES".

Licenses/Certificates/Special Requirements:

Certification in International Municipal Signal Association (IMSA) Roadway Signs and Markings; Roadway Lighting and Work Zone Traffic Safety; Certificate in Construction Management is desired;

A valid Class C or Class 3 California driver's license issued from the California Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, listen, walk; and occasionally sit, climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and move materials, tools, and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other

organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.