



245 E. Bonita Avenue, San Dimas California 91773-3002  
www.sandimasca.gov

## **PUBLIC WORKS MAINTENANCE SUPERVISOR**

**Public Works Department**

**\$5,966 – 7,220 per month**

**DEADLINE TO APPLY: September 13, 2019**

### **HOW TO APPLY**

A City of San Dimas application must be submitted and may be completed online by visiting the City website at [www.sandimasca.gov](http://www.sandimasca.gov). Questions may be directed to the Personnel Office at (909) 394-6211 or [kfrey@sandimasca.gov](mailto:kfrey@sandimasca.gov). Applications must be received by September 13, 2019. A resume may be attached to the application, but does not substitute for a completed City application.

### **GENERAL PURPOSE**

Under general supervision, supervises, assigns, reviews and participates in the work of staff responsible for street sweeping (in-house and contract services), concrete and asphalt maintenance (in-house and contract services), yard facility maintenance, equipment maintenance and graffiti removal within the Maintenance Division of the Public Works Department; performs administrative tasks, 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 position receives assignments from, and reports to, the Public Works Maintenance Superintendent.

### **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-way's, 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 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.
10. Assists with the oversight and administration of various contract maintenance services, such as but not limited to concrete repairs, asphalt repairs, traffic striping and 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:**

1. Operational characteristics, services, and activities of a public works maintenance program.
2. Methods and techniques of maintaining public streets.
3. Equipment and tools used in the maintenance and repair of streets.
4. Modern and complex principles and practices of budget preparation and control.
5. Principles of supervision, training, and performance evaluation.
6. 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.
7. Principles and procedures of record keeping and safe work practices.
8. Microsoft Office software (e.g., Excel, Word, Paint 3D, Outlook, OneNote).

### **Ability to:**

1. Supervise, organize, and review the work of technical, maintenance, and clerical personnel.
2. Manage, direct, and coordinate the work of technical and maintenance personnel.
3. Prepare and administer a program budget.
4. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
5. Interpret and apply Federal, State and local policies, procedures, laws, and regulations.
6. Operate a wide range of light to medium power-driven equipment.
7. Read and interpret drawings, plans, blueprints, and specifications.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain effective working relationships with those contacted in the course of work.

### **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 Driver’s License issued from a state 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.

## **SELECTION PROCESS**

Interested persons who feel they meet the desirable qualifications should submit a completed City application. Not every applicant is interviewed. Selected qualified applicants will be invited to appear before an oral interview board. Application appraisal, oral interview(s) and written/computer test shall constitute 100% of the selection process.

## **SALARY AND BENEFITS**

The starting salary for this position may be at any of the five steps in the salary range of \$5,966 – \$7,220 per month, depending on the appointee's qualifications. An appointee starting at other than the E step will be eligible for a step increase following the initial six-month probationary period and annual merit increases are available thereafter.

**Retirement:** The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. Employee pays 50% of the normal cost rate on a pretax basis to be calculated by CalPERS.

Employees who are classic members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. Employee pays 7% of CalPERS contribution.

**Health Benefits:** San Dimas provides a \$1,445 per month cafeteria plan for health, dental and, vision insurance. The City also pays for long-term disability and life insurance programs for employees.

**Leave Benefits:** Vacation leave is accrued beginning at 112 hours per year and increases after each five years of tenure. Employees accrue 96 hours annual sick leave. The City also provides 12 paid holidays.

**Retiree Health Savings Account:** The City has a program where employees achieve a triple tax-free savings program for health insurance costs at retirement or separation.

**Deferred Compensation:** The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$200 monthly for employee contributions to the offered Section 457 deferred compensation plans.

**Additional Benefits:** Additional benefits include membership to a federal credit union, tuition reimbursement, computer loan program, Employee Assistance Program, membership to San Dimas Recreation Center and a Section 125 benefits program.

## **STATEMENT OF NON-DISCRIMINATION**

The City of San Dimas advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)

## **ABOUT THE CITY**

The City of San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to freeways offers a centralized location from which to enjoy southern California's many excellent cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's five departments (City Manager's Office, Administrative Services, Parks & Recreation, Public Works, and Development Services) and the contract services of Los Angeles County.