

PUBLIC WORKS SUPERVISOR

DEFINITION

Under direction, plans, assigns, directs and reviews the work of several crews performing street, storm and sanitary sewer, traffic signing and striping, parks and landscape and related facilities and equipment maintenance; provides expert technical assistance to the City Administrator, Public Works Director and others in areas of expertise, and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position, supervisory class is responsible for coordinating and supervising the full range of public works field maintenance activities performed in the City. The incumbent plans, organizes, schedules, assigns and directs the work of multiple crews and provides technical assistance as necessary. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes. This class is distinguished from Public Works Director in that the latter has overall management responsibility for all staff and activities of the Public Works Department, including infrastructure development, maintenance, planning and building.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, schedules, assigns, directs and reviews the work of staff engaged in street, sanitary and storm sewer, traffic signing and striping, parks and landscape and related facilities and equipment maintenance and repair work.
- Provides input into selection and disciplinary decisions, evaluates the work of staff, and instructs staff in work methods, use of tools and equipment and relevant safety precautions.
- Inspects job sites to determine staff, materials and equipment required and to evaluate completed work.
- Identifies problem areas and directs remedial action; provides technical assistance to crews to resolve difficult problems encountered.
- Responds to questions and complaints from the public, property owners, private contractors and others; ascertains problems and determines practicable solutions; coordinates activities of crews with those of other City and contract staff.
- Provides expert technical assistance to the City Administrator, Public Works Director, City staff and officials and others in areas of responsibility.
- Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, maintenance requests, etc.; maintains records of work performed.
- Orders and maintains an adequate inventory to accomplish assigned jobs.
- Recommends special or contract work required and necessary equipment maintenance; reviews work upon completion.
- Represents the department and the City in meetings with other public and private organizations and the public.

- Prepares a variety of reports, correspondence and other written materials; maintains accurate records and files.
- Responds to emergency situations as necessary; personally performs maintenance and repair work as part of a crew or individually, as required.
- Provides input into the annual budget process; monitors and approves expenditures.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Methods, tools and equipment used in public works infrastructure and facility maintenance and repair work.
- Methods, tools and equipment used in landscape and parks maintenance.
- Safe work methods and safety practices pertaining to the work.
- Operation and maintenance of a wide variety of equipment and hand and power tools and equipment used in the work.
- Applicable local, state and federal laws and regulations.
- Computer applications related to the work.
- Record keeping practices and basic computer applications related to the work.
- Shop mathematics and basic budgeting practices.

Skill in:

- Planning, coordinating, assigning, directing and reviewing the work of multiple crews.
- Training staff in work procedures.
- Estimating materials, staff and equipment required for assigned work.
- Providing expert technical assistance to the City in areas of assignment.
- Operating and maintaining equipment and tools used in the field.
- Identifying and implementing effective courses of action to complete assigned work.
- Ensuring adherence to safe work practices.
- Coordinating crew assignments with those of other divisions, departments and agencies.
- Interpreting, applying and explaining laws, policies and regulations.
- Preparing effective and accurate reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Using sound, independent judgment within policy and procedural guidelines.
- Representing the department and the City effectively with public and private organizations and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and four years of journey level experience in public works and/or landscape maintenance and repair. Prior lead or supervisory experience is desirable, as is technical or college level training in an applicable field.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Other Requirements:

Must be able to attend meetings and other activities outside of normal working hours. Must be willing to work out of doors in all-weather conditions and with exposure to traffic and hazardous materials. Must be willing to respond to emergency situations as required.

Physical Demands:

Mobility to work in a standard office setting, use standard office equipment, to inspect City facilities, streets, parks, other landscaped and other project areas and to operate a motor vehicle; strength and stamina to perform some heavy physical work; vision to read printed materials and a computer screen, and hearing and speech sufficient to converse in person, over the telephone and to make public presentations.