

PUBLIC WORKS SUPERVISOR

DEFINITION

Under direction plans, schedules and directs the work of staff in the operation, administration, maintenance, repair, new construction, and performance of other activities involved in maintaining public infrastructure or capital assets; performs other related work as required.

Positions allocated to this class are assigned to supervise designated staff and operations such as: facility maintenance including the installation and upkeep of electrical and mechanical building systems and equipment; fleet and heavy duty equipment maintenance; graffiti abatement; parking meter maintenance and collection; sewer and storm drainage maintenance and operation including upkeep of waste water facilities, equipment and pump plants; street and sidewalk cleaning and maintenance; street lighting, street signs and striping maintenance; street sweeping and signage; and tree and median maintenance. Actual responsibilities will vary according to duty assignments.

EXAMPLES OF DUTIES

1. Plans, schedules and supervises the work of assigned staff and crews performing public works operation, maintenance, repair and construction work; prepares and assigns work schedules and priorities; monitors and reviews work progress and problems.
2. Coordinates activities with other City departments, divisions and work units and with other agencies, contractors and consultants; may participate in and coordinate the selection of contractors and consultants.
3. Prepares specifications, administers public works service/maintenance contracts, and monitors the work of contractors and performance standards.
3. Assists in the development of goals, objectives, procedures and work standards; evaluates, revises and implements work methods; develops work programs.
4. Ensures adherence to and application of established safe work practices and procedures.
5. Assists subordinates with and/or performs the more difficult or unusually complex assignments.
6. Provides information and technical assistance; responds to, investigates and resolves complaints.
7. Determines and orders supplies and materials.
8. Conducts studies and investigations; prepares reports and cost estimates; collects data, maintains records, inventories, logs and records; may prepare and make presentations.
9. Maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to duty assignment; may attend meetings and conferences.
10. May serve as liaison to various groups, agencies and other divisions and departments.
11. May prepare and administer budgets or assist in preparing budget estimates and monitor and control expenditures.
12. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school. Specialized coursework related to duty assignment is highly desirable and may include training in electrical/mechanical repair, automotive technology and/or repair, wastewater treatment and pump plant operation, landscaping, arboriculture and grounds maintenance, traffic, construction, engineering, and/or architecture.

Experience: Four years of progressively responsible experience in public works operations and maintenance, at least two years of which shall have been in a supervisory, senior or lead capacity. Certain assignments may require specialized experience and/or certification.

Knowledge

Knowledge of the principles, practices, and regulatory requirements of municipal public works maintenance activities; safe work practices and procedures; applicable laws, codes, ordinances, agency mandates, policies, rules and regulations; equipment, tools, materials, and work requirements associated with constructing and maintaining public works infrastructure and capital

assets; work standards related to duty assignment which may include working with concrete, asphalt, grading, contouring, traffic signals and systems, traffic control devices, street signage and striping, waste water facilities, sewer and storm drainage systems, and pump plants, building maintenance, painting, carpentry, landscaping, electrical/mechanical systems, automotive and mechanical repair, and other materials and equipment used in the construction, repair and maintenance of public works infrastructure and capital assets.

Ability

Ability to effectively plan, coordinate and supervise activities of assigned areas; plan work schedules and monitor performance; interpret and apply established procedural and safety requirements; interpret, apply and explain related codes, ordinances and regulations; implement improvements in organization, work procedures and equipment; assist in preparing and administering budgets; analyze complex, technical and operational problems and make sound recommendations for their solution; establish and maintain accurate records; prepare clear and concise reports; learn and apply specialized training and maintain level of knowledge required for satisfactory job performance; maintain effective working relationships with employees and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid Class C California Driver's License and satisfactory driving record as conditions of initial and continued employment.

~~Appointment to selected positions after July 1, 2015 requires possession of a valid Class B California Driver's License (or the ability to obtain within six months of appointment) and are subject to provisions of the Department of Transportation's drug and alcohol testing program. Employees required to have a Class B driver's license or in positions requiring a Hazardous Materials Endorsement are subject to provisions of the Department of Transportation's drug and alcohol testing program.~~

Appointment to selected positions after July 1, 2015 requires possession of, or ability to obtain certification within one year of appointment in designated areas, including: an International Municipal Signal Association (IMSA) Level III certification; a California Water Environment Association (CWEA) Collection System Maintenance Grade II certification; an American Public Works Association (APWA) Public Fleet Professional certification; or a National Association of Fleet Professionals (NAFA) Automotive Fleet Manager or Specialist certification.