

**PUBLIC WORKS SUPERVISOR**

DEFINITION

Under limited supervision, prioritizes, plans, organizes, and supervises public works maintenance activities which include construction, repair and maintenance of street, storm drains and equipment; performs related duties as required.

CLASS CHARACTERISTICS

This is a single position class that reports directly to the Director of Public Works/City Engineer, is the first line supervisor and is accountable for the operations of the Public Works Maintenance Division.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, organizes and supervises the installation, maintenance and repairs to streets, right-of-ways, storm drains, equipment, and facilities.

Evaluates service needs, equipment, and work methods; assists in developing comprehensive plans to satisfy future needs of department services; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs, and policies.

Evaluates service and equipment needs with available service vendors/ products; writes or reviews bid specifications; monitors contractor/ equipment performance; inspects work in progress to ensure compliance with City specifications.

Performs follow-up on citizen requests for services; coordinates activities with other City staff in resolving problems; maintains records and writes a variety of reports and memos on work performed, vandalism, and lawsuits against the City.

Trains and evaluates employees; takes necessary disciplinary actions; assists in the selection of staff; inspects time cards for proper allocation of time.

May review plans and blueprints of proposed development to ensure compliance with City rules, policies and regulations; discusses development plans with engineering staff and public works inspectors.

Attends and participates in meetings and represents the City in all significant public relations matters related to Public Works maintenance functions.

Develops long-range and short-term public works maintenance objectives; prepares financial analysis and service objectives reports; develops plans to meet future service needs; prepares Division budget and controls expenditures of allocated funds.

Answers emergency calls from the public, other divisions, departments and agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets, water and sewer lines.

Operates light and heavy equipment in the construction, repair and maintenance of public work facilities.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and four years of increasingly responsible experience in public works maintenance and repair work, including two years in a lead capacity.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles, practices, and techniques of facilities and public works maintenance including sewer, street, water, equipment maintenance; methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials; cost accounting; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques.

Ability to communicate clearly and concisely, both orally and in writing; keep accurate records; analyze data and information and draw logical conclusions; select, train, supervise and evaluate employees; train personnel on unit activities, procedures and regulations; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to public works maintenance; interpret and work from sketches, plans and blueprints and prepare plans for projects; plan, assign and inspect work of subordinates; prepare cost estimates for time, materials and equipment; operate a variety of public works maintenance equipment; respond to 24 hour emergency calls and take appropriate actions.

Special Requirements

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category III; 2, 3, 4, 5, 6, 8, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22.

PWSUPERVISOR.SPC