

**PUBLIC WORKS MAINTENANCE SUPERVISOR****DEFINITION**

Plans, supervises and reviews the work of one or more crews and participates in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, storm and sanitary sewers, street signs and striping, parks, sports fields, facilities and other City infrastructure; performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

This class receives general supervision from the Public Works Manager, although incumbents have some independence of action to meet changing field conditions. Direct supervision is provided to Public Works Maintenance Workers, part-time or temporary employees and court alternative sentencing work-force members.

**CLASS CHARACTERISTICS**

This is the working-supervisory level in the maintenance series, providing work oversight, supervision and review to staff in addition to performing skilled and semi-skilled work in the construction, maintenance and repair of a variety of public works infrastructure and equipment. Responsibilities may include directing and performing work in all operational and maintenance areas, as well as overseeing contract work depending upon the immediate needs of the City. This class is distinguished from Public Works Manager in that the latter has mid-management responsibility for City streets, storm and sanitary sewers, parks, landscaping and related facility equipment, maintenance and repair.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Plans, organizes, assigns, supervises and reviews the work of staff to ensure that work is completed in a safe and appropriate manner.
- Trains staff in work procedures and methods; evaluates the work of staff, provides input into work selection and disciplinary procedures.
- Makes recommends regarding equipment needed for budget purposes.
- Breaks and removes surfaces; digs, shovels, hauls, loads and unloads soil, sand, landscaping, concrete, asphalt mixes and other materials; operates a wide variety of hand and power tools related to maintenance work.
- Performs the full range of duties in either street/parks, storm sewer or wastewater collection system maintenance work, such as:
  - ... Performing repairs, maintenance and minor construction of streets and storm and sanitary sewers;
  - ... Mixing and applying paint and striping streets, crosswalks and stop sign bars; replacing reflective pavement markers, street and traffic signs;
  - ... Removing concrete building forms and repairing sidewalks and gutters, catch basins and drainage structures; removing and replacing fences, landscaping, brick and concrete;
  - ... Opening, flushing, patching and installing sewer lines, catch basins and other drainage facilities;

Public Works Maintenance Supervisor

- ... Responding to citizen requests regarding street, sewer, parks, athletic field and other public works infrastructure problems.
- ... Mowing, trimming, edging, fertilizing and watering lawns, parks, ball fields and other landscaped areas; planting, weeding, pruning, mulching, fertilizing and spraying trees, plants, turf and shrubbery;
- ... Installing, repairing and maintaining irrigation systems, including timing mechanisms;
- ... Maintaining various City public facilities, including a public pool and park play structures;
- ... Inspecting assigned areas and correcting or reporting safety hazards;
- ... Performing basic remodeling, painting and repair of City facilities.
- Troubleshoots, repairs and installs electrical equipment.
- Operates a variety of vehicles, including light and heavy construction equipment and small-to medium-size trucks.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools and equipment; reports the need for major in-house or contract repair or maintenance of facilities, grounds and equipment.
- Reads and interprets plans, specifications, blueprints and schematics.
- Observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary.
- Responds to emergency situations during off-hours as required; maintains employee standby availability on a scheduled basis.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition; performs assigned custodial work.
- Maintains logs and records of work performed and materials and equipment used.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic supervisory principles and practices, including work planning, assignment, review and evaluation.
- Techniques for training staff in work procedures.
- Maintenance principles, practices, tools and materials for maintaining and repairing streets, including traffic signs, street marking, asphalt and concrete repair.
- Principles, practices, tools and materials for maintaining and repairing storm and wastewater sewer collection systems, including sewer lines, manholes and sewer cleanouts.
- Methods and techniques of planting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Basic computer applications related to the work.
- Applicable codes and regulations.
- Shop arithmetic.
- Semi-skilled painting, plumbing, carpentry and concrete methods, tools and techniques.
- Safe driving rules and practices.
- Basic electrical repair principles and practices.

**Skill in:**

- Planning, assigning, supervising, reviewing and evaluating the work of one or more maintenance crews.
- Training staff in work and safety procedures.
- Performing skilled and semi-skilled construction, modification, maintenance and repair work on streets, wastewater collection systems, facilities and equipment such as found in the City.
- Setting up and operating a traffic area construction zone, including cones, barricades and flagging.
- Locating underground utilities by use in accordance with Underground Service Alert (USA) regulations.
- Maintaining and grooming varied landscaped areas, including parks and ball fields.
- Recognizing common plants, plant diseases and insect pests.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs and basic written or automated records of work performed.
- 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 semi-skilled construction, maintenance or repair experience in streets and traffic facilities, storm and wastewater collection systems, parks and landscaped areas, and/or general construction or facilities maintenance, depending upon the area to which assigned.

**Licenses and Certificates:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Specified positions may be required to possess a valid California class B driver's license prior to completion of the probationary period.

**Working Conditions:**

May be required to work off shift hours, weekends, and holidays and emergency overtime as required. Works inside and outside and subject to adverse weather conditions. Must be willing to work with exposure to potentially hazardous chemicals. ~~May be required to work off shift hours, weekends, and holidays.~~

**Physical Demands:**

Must possess strength, stamina and mobility to perform heavy physical work, use and maintain varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.