



June 2019  
FLSA: Non-Exempt

## **PUBLIC WORKS SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews, and supervises the work of maintenance crews and/or contractors in the Public Works Department; supervises, plans, and coordinates the construction, installation, and maintenance of Town streets, parks, buildings, drainage facilities and systems, vehicles, and equipment; coordinates assigned activities with other Town departments and outside agencies; provides operational and administrative support to the Public Works Supervisor; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Manager. Exercises direct and general supervision over technical and maintenance staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Maintenance Worker series that exercises independent judgment on diverse and specialized public works maintenance activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Manager in that the latter has management responsibility for all maintenance and operations programs and activities of the Public Works Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of maintenance staff in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the maintenance work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Supervises and performs construction, maintenance, and repair work designed to provide quality street, park, facility, and drainage services for the Town.

- Supervises, maintains, and repairs Town parks, buildings, vehicles, and equipment; performs a wide variety of the more complex carpentry, electrical, and plumbing work including street lighting and traffic control.
- Plans and lays out maintenance projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for projects.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools, equipment, and vehicles.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of projects and activities.
- Collaborates and confers with property owners, developers, architects, engineers, and contractors and other Town staff in acquiring information and coordinating public works matters; provides information regarding Town policies, procedures, codes, and ordinances.
- Monitors changes in regulations and technology that may affect public works maintenance services; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Responds to after-hours emergencies when needed.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, equipment, and techniques of the construction, maintenance, and repair of public works systems and facilities.
- Principles, methods, materials, tools, and practices used in the troubleshooting, preventative maintenance, and repair of devices used in street lighting and traffic control.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct public works maintenance programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most difficult public works maintenance duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic and financial computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade and increasingly responsible experience in the construction, maintenance, and repair of public facilities, including the operation of related maintenance equipment and two (2) years of lead experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment.
- Possession and maintenance of an International Municipal Signal Association (IMSA) Traffic Signal Certification is **desired**.
- Possession and maintenance of a General Electrician Certification from the State of California is desired.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Town sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.