



Public Works Maintenance Supervisor

Department/Division:	Public Works/Maintenance
Reports To:	Public Works Maintenance Manager
Provides Direction To:	Street Maintenance Worker I and II, Equipment Operator, Equipment Mechanic and other staff
Exemption Status:	Non-Exempt
Date Prepared:	April 10, 2002
Date Updated:	July 14, 2022

GENERAL PURPOSE

Under general supervision, organizes, coordinates, supervises, assigns, reviews and participates in street sweeping, concrete and asphalt maintenance, maintenance yard, facility maintenance, equipment maintenance and division graffiti removal, and related administrative functions; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Maintenance Supervisor is a supervisory level classification of the Maintenance Division of the Public Works Department. This class receives assignments from, and reports to, the Public Works Maintenance Manager. This position is distinguished from the lead positions by its greater extent of supervision and breadth of knowledge of public works maintenance practices. The Public Works Maintenance Supervisor has lesser responsibility for division-wide budgeting and administrative and planning practices as compared with the Public Works Maintenance Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, coordinates, supervises, directs, and inspects the work of crews engaged in the patching, construction, paving, and maintenance of streets, storm drains sidewalks, curbs and gutters, right-of-ways, and street cleaning operations; painting of streets, cross-walks, safety zones, curbs, and parking stalls; maintenance, replacement, and repair of street signs and barricades and fleet maintenance.

2. Participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
3. Prepares various reports and records related to filed maintenance operations and activities.
4. Recommends and assists in the implementation of division goals and objectives; establishes schedules and methods for providing street maintenance services; implements policies and procedures.
5. Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures. Estimates time and material costs; evaluates and institutes changes in work methods and priorities; assists in the preparation of street maintenance section budget and monitors expenditures of allocated funds.
6. Serves as liaison for street maintenance services with other City departments, divisions, and outside agencies, including special events, and resolves complaints related to service delivery; investigates and reports on matters related to claims.
7. Provides responsible staff assistance to the Public Works Maintenance Manager; prepares and presents necessary correspondence.
8. Assists with the oversight & administration of various contract maintenance services, such as but not limited to concrete repairs, asphalt repairs, traffic striping and markings as well as traffic signals, and street lighting.
9. Makes arrangements with contractors and administers service contracts for jobs not performed by City staff, such as striping of streets; provides assistance with a variety of construction or maintenance activities; and ensures compliance with contract requirements.
10. May operate equipment used in street, park, parkway, and tree maintenance work when necessary.
11. Serves on call to respond to emergency situations and maintenance needs and may work extended hours on weekdays, work nights, and weekends.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operational characteristics, services, and activities of a public works maintenance program; methods and techniques of maintaining public streets; equipment and tools used in the maintenance and repair of streets; modern and complex principles and practices of budget preparation and control; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes and regulations;

organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and procedures of record keeping, safe work practices; and use of word processing, spreadsheet, and related software applications.

Ability to:

Supervise, organize, and review the work of technical, maintenance and clerical personnel; manage, direct, and coordinate the work of technical and maintenance personnel; assist in the preparation of and administer a program budget; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply Federal, State and local policies, procedures, laws, and regulations; operate a wide range of light to medium power-driven equipment; read and interpret drawings, plans, blueprints, and specifications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training/Experience:

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

Education: Graduation from high school or equivalent. Two years of college level and/or technical school education in construction technology, Civil Engineering or related field is desirable.

Experience: Five years of increasingly responsible experience in public works maintenance and repair work, including the operation of power-driven equipment and two years of supervisory or lead responsibility.

Licenses/Certificates/Special Requirements:

Certification in International Municipal Signal Association (IMSA) Roadway Signs and Markings; Roadway Lighting and Work Zone Traffic Safety is desired.

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, listen, walk; and occasionally sit, climb, balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and move materials, tools, and equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is exposed to traffic, wet or humid conditions, and vibration. The employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud and over 85 decibels given the operation of power tools and equipment. The employee utilizes Personal Protective Equipment. The employee is exposed to cleaning chemicals and agents, as well as greases and oils.