

CITY OF EMERYVILLE/MESA

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Revised:

TITLE: PUBLIC WORKS SUPERVISOR – 1380

FLSA: EXEMPT

PUBLIC WORKS SUPERVISOR

DEFINITION

Under administrative direction, plans, reviews and supervises the work of outside contractors and the Public Works Maintenance Division crews performing routine preventive maintenance activities of City owned buildings, parks, landscaping, pavement striping, street signs, curb markings, street lights, traffic signals, storm drains, sanitary sewer systems, street sweeping, and the County Sheriff Work Alternative Program, including crew dispatch, complaint handling, service calls and emergency response; performs data-entry into the City's computerized maintenance management system; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director and Public Works Operations and Facilities Manager and exercises general direction over maintenance staff.

CLASS CHARACTERISTICS

This is a supervisory level classification of which the candidate is expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes. This classification is distinguished from the Public Works Operations and Facility Manager which is responsible for formulation and development of policies and procedures of the Public Works Maintenance Division.

DUTIES AND RESPONSIBILITIES

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. The duties outlined below are illustrative of the type of duties and/or work assigned, which include lower level tasks necessary in delivering responsive customer service.

- Supervise and inspect work in progress; ensure safety of personnel and equipment; recommend and implement alternative work methods or safety practices.
- Responds to and resolves facility user complaints regarding lighting, temperature, noise, cleanliness, insect and rodent intrusion, air quality, alarm and security systems.
- Respond to questions and complaints from the public, property owners, private contractors and others; ascertain problems and determine practicable solutions; coordinate activities of crews with those of other City and contract staff.
- Plan, schedule, assign, supervise and review the work of the Public Works Maintenance Division crews performing routine preventive maintenance activities of City owned parks, landscaping,

pavement striping, street signs, curb markings, street lights, traffic signals, storm drains, sanitary sewer systems, the County Sheriff Work Alternative Program, and the maintenance of City owned equipment.

- Reviews and supervises the routine work of outside landscape maintenance, street sweeping, street light, street repair, drainage, and traffic signal maintenance contractors.
- Reports street light malfunctions to maintenance contractors.
- Reviews and supervises the routine preventive maintenance work of building facilities maintenance contractors.
- Supervise, train, motivate and evaluate subordinate staff; initiate disciplinary action as necessary; prepare performance evaluations of subordinate staff, provide input into selection decisions; and instruct staff in work methods, use of tools and equipment and relevant safety precautions.
- Prepare and maintain a variety of reports and records, including timesheets, worksheets, accident reports, maintenance requests, etc.; maintain records of work performed.
- Inspect job sites to determine schedule, staff, materials and equipment required and to evaluate completed work.
- Respond to emergency situations as necessary; executes the Operations functions of the Construction and Engineering Branch of the Incident Command System (ICS) during public emergencies.
- Personally performs maintenance and repair work as part of a crew or individually, as required.
- Identify problem areas and directs remedial action; provide technical assistance to crews to resolve difficult problems encountered.
- Provide expert technical assistance to City management, staff, officials and others in areas of responsibility.
- Performs data-entry into the City's computerized maintenance management system.
- Prepare a variety of reports, correspondence and other written materials; maintain accurate records and files.
- Order and maintain an adequate equipment and material inventory to accomplish assigned jobs.
- Coordinate activities with other City departments, divisions and work units and with other agencies, contractors and consultants.
- Recommend special or contract work required and necessary equipment maintenance; review work upon completion.
- Provide input into the annual budget process; monitor and approve expenditures.
- Represent the department and the City in meetings with other public and private organizations and the public.
- Administer the day-to-day review of Underground Service Alert notifications and personally provides in-field marking of City owned utilities as required within 48 hours of receiving notices.

QUALIFICATIONS

Knowledge of:

- Methods, tools and equipment used in public works infrastructure and facility maintenance and repair work.
- Methods, tools and equipment used in landscape and parks maintenance.
- Safe work methods and safety practices pertaining to the work.

- Operation and maintenance of a wide variety of equipment and hand and power tools and equipment used in the work.
- Computer applications related to the work.
- Record keeping practices and basic computer applications related to the work.
- Public contact and community relations.
- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Applicable local, state and federal laws and regulations.
- Shop mathematics and basic budgeting practices.
- Storm water regulations and their impacts on the maintenance of streets and storm drain facilities
- Regulations impacting the operations of sanitary sewer collection systems and requirements for dealing with sanitary sewer overflows including implementation of sanitary sewer management plans (SSMP's).
- Bay Friendly Landscaping practices.

Ability to:

- Plan, coordinate, assign, direct and review the work of multiple crews.
- Ensure adherence to safe work practices.
- Use sound, independent judgment within policy and procedural guidelines.
- Provide expert technical assistance to the City in areas of assignment.
- Operate and maintain equipment and tools used in the field.
- Identify and implement effective courses of action to complete assigned work.
- Maintain accurate records and files.
- Estimate materials, staff and equipment required for assigned work.
- Train staff in work procedures.
- Coordinate crew assignments with those of other divisions, departments and agencies.
- Prepare effective and accurate reports, correspondence and other written materials.
- Respond to emergency or disaster situations.
- Interpret, apply and explain laws, policies and regulations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

EDUCATION/EXPERIENCE GUIDELINES

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

Equivalent to completion of high school and four (4) years of increasingly responsible experience in public works maintenance, repair and construction experience, including one (1) year of lead experience. Prior supervisory experience is desirable, as is technical or collage level training in a related field.

Licenses and Certifications: Possession of, or ability to obtain, a valid Class C California Driver's License by time of appointment. A satisfactory driving record is a condition of initial and continued employment.

SPECIAL REQUIREMENTS

Must be able to attend meetings and other activities outside of normal working hours. Must be willing to work out of doors in all-weather conditions and with exposure to traffic and hazardous materials. Must be willing to respond to emergency situations as required. Mobility to work in a standard office setting, use standard office equipment and software, to inspect City facilities, streets, parks, other landscaped and other project areas and to operate a motor vehicle; strength and stamina to perform some heavy physical work; vision to read printed materials and a computer screen, and hearing and speech sufficient to converse in person, over the telephone and to make public presentations.