



PUBLIC WORKS SUPERVISOR

DEFINITION

Under the general direction of the Community Development Director, to supervise, direct and coordinate the daily operations of the Public Works Department staff; provide for and account for materials, equipment and supplies; in the absence or at the direction of the Community Development Director, assume department duties; performs a variety of skilled and semi-skilled tasks in support of the activities of the Department; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class has a supervisory level of authority for positions within the Public Works Department classifications. Incumbents are responsible for the planning, organization and supervision of the various activities of the Department, as may be assigned by the Community Development Director. Incumbents will also be expected to work with departmental personnel to insure activities are completed in an efficient and effective manner.

ESSENTIAL JOB FUNCTIONS

A Public Works Supervisor works individually, or as part of a crew, in a variety of activities in support of the Public Works Department's programs.

Duties may include, but are not limited to the following:

- ▶ In the absence or at the direction of the Community Development Director, assume departmental responsibilities.
- ▶ Assist the Community Development Director in preparation of the annual Departmental budget.
- ▶ Supervise, direct and coordinate the daily operations of the Public Works Department personnel in the maintenance and construction of City facilities.
- ▶ Provide and account for materials, equipment, and supplies necessary for the conduct of departmental activities, and in support of other City departments.
- ▶ Operates and cleans trucks, vehicles, and other large pieces of power equipment commonly used by the department.
- ▶ Safely uses and maintains small power and hand tools, such as mowers, blowers, weed eaters, shovels, picks, rakes, hoes, and hammers, as examples.
- ▶ Maintains public facilities by performing such duties as mowing, weedeating, edging, raking, hand weeding, picking up trash, watering system maintenance, and like activities. Applies paint to various interior and exterior surfaces by hand, roller, or spray equipment.
- ▶ Perform manual labor in the collection of garbage and waste material.
- ▶ Participate in minor street repair; maintenance to sidewalks, curbs, gutters, and storm drains; construction of retaining walls.
- ▶ Perform custodial duties such as sweeping, mopping, vacuuming, scrubbing, waxing, and minor carpentry.

- ▶ Loading and unloading supplies and materials, lifting and moving heavy objects.
- ▶ Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Techniques and methods of training new employees, including explanation, observation, demonstration and supervised practice.
- Principles and practices of supervision, including work planning, direction and personnel practices.
- Basic and advanced methods, terminology, tools, and equipment common to a full range of public works activities.
- Basic and advanced methods and procedures used in the safe and economical operation of trucks, vehicles, heavy and light power equipment, and hand tools.
- Safe work and driving practices, including rules and practices required by OSHA in the safe performance of work.
- City and Department organization, policies and procedures, after instruction.

Ability to:

- Plan, implement and supervise a variety of Public Works related projects and functions.
- Perform physical labor - heavy work required. Lift, carry and/or push 100 pounds with occasional lifting and/or carrying of objects weighing up to 60 pounds.
- Use and properly maintain assigned tools and equipment.
- Perform skilled and semi-skilled maintenance and repair activities, as assigned.
- Operate a vehicle, observing legal and defensive driving practices.
- Read and write at the level required for successful job performance.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

Education/Experience:

- Equivalent of completion of the twelfth grade, and the ability to read and write at a level required for successful job performance.
- Five years direct work experience in construction or maintenance work with hand tools, small and large power equipment and vehicles.
- At date of appointment to the position, must possess a valid Class C California Drivers License, and have a responsible driving record.
- Must have, and wear on the job, steel or safety toe boots.

WORKING CONDITIONS

Supervise and assist on a variety of projects, which may change on a daily basis according to department priorities; sitting, walking and standing; frequent bending, twisting, squatting, lifting, and kneeling; work in inclement weather conditions; in the event of an emergency, may be required to work overtime or on the weekend.

PHYSICAL REQUIREMENTS

Must be found to be free of any physical conditions which might affect the ability of the incumbent to perform essential job functions. Physical condition shall be evaluated by a licensed physician at the City's expense, after employment offer has been made, but prior to assuming the position.