

STREETS MAINTENANCE SUPERVISOR

Salary Range: 33 (Public Service Employees)

DEFINITION

Under general direction, plans, schedules, assigns and reviews the work of operations and maintenance staff within the Public Services Department, including streets, open spaces, right-of-way, creeks, and vegetation; coordinates, monitors, and provides technical input for assigned streets maintenance, construction and repair projects and other special programs; provides technical assistance to assigned management staff ; performs a variety of technical tasks relative to the maintenance and repair of streets, markings, and drainage systems; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the street maintenance series. Incumbents are responsible for planning, organizing, supervising, reviewing and evaluating the work of street maintenance staff either directly or through lead workers. The incumbents are also expected to independently perform the full range of street maintenance duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Services and technical oversight from assigned Public Services management. Exercises general supervision over assigned staff, and coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Plans, organizes, assigns, supervises and reviews the work of assigned staff in the Public Services Maintenance Division.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the operations and maintenance work unit assigned to streets, open spaces, right-of-ways, creeks, and vegetation; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Prepares and inspects in-house and contract work for compliance with policies and procedures, plans, specifications and standards of quality and safety.
- Assists the Director and other departmental staff in developing policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.

- Interprets and advises staff on applicable laws, regulations, policies and procedures.
- Coordinates Public Works activities with other divisions, departments, governmental agencies and outside organizations, as appropriate.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for construction projects.
- Coordinates with contractors in providing contract streets operations and maintenance services.
- Performs or oversees Underground Service Alert (USA) markings as specified and according to accepted guidelines and requirements.
- Performs the most complex maintenance duties related to streets, open spaces, right-of-ways, creeks and vegetation; provides technical assistance to crews.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

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 practices of street maintenance, flood control, and creek and storm drain clearing
- Equipment, tools, and materials used in maintenance activities and services related to streets, open spaces, right-of-ways, creeks, and vegetation
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Current construction practices
- Basic budgeting principles and practices
- Principles of contract administration for streets maintenance and repair projects
- Principles and practices of safety management and application
- Modern office practices, methods and computer equipment
- Computer applications related to work
- English usage, spelling, vocabulary, grammar and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, work standards
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff
- Organize, implement and direct street maintenance operations and activities
- Coordinate department activities with other City departments and agencies as required
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Analyze, interpret, apply and enforce federal, state and local policies, procedures, laws, and regulations
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures
- Identify problems, research and analyze relevant information, develop and present recommendations and justifications for solutions
- Develop cost estimates for supplies and equipment
- Complete plan reviews and provide recommendations to the City Engineer and developers
- Perform the most complex maintenance duties and operate related equipment
- Establish and maintain a variety of manual and computerized record keeping and project management systems
- Maintain accurate records and files of work performed
- Use computer technology and applications in the performance of daily activities
- Make sound, independent decisions within established policy and procedural guidelines
- Establish and maintain a variety of manual and computerized record keeping and project management systems
- Organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

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

Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in public works maintenance and repair or related field, and five (5) years of increasingly responsible maintenance experience related to streets, open spaces, right-of-ways, creeks and vegetation, including two (2) years lead or supervisory experience.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver's license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.
- A Work Zone Traffic Control Safety Certificate issued by the International Municipal Signal Association (I.M.S.A.), or successful completion of the Traffic Control Technician-CA State Specific Training Course thru the American Traffic Safety Services Association is required within twelve (12) months of appointment.
- A Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation is desirable.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to work in the field, streets and various other City infrastructure; the strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio ability to frequently walk at construction site areas to identify problems or hazards; finger dexterity to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment; ability to bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds, and heavier weights with the use of proper equipment.

Working Conditions:

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; and partially work in the field and are occasionally 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 upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work various shifts on evenings, weekends and holidays, and participates in after-hours on-call assignments.

Adopted: July, 2007

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FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.