

PUBLIC WORKS SUPERVISOR

Concrete/Airport/Street/Traffic Maintenance

DEFINITION

Under general supervision of the Public Works Manager, the Supervisor position will assign, supervise, and review work of crews engaged in concrete, asphalt, airport maintenance, street maintenance, street sweeping, weed abatement and Glen Helen work release program; provide technical and functional advice to maintenance personnel; assist with the emergency response program, and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a multi-incumbent classification and reports to the Public Works Manager and will supervise and train subordinate personnel. Incumbents must demonstrate flexibility in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear concise, and logical manner to supervisors, fellow employees and subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes, plans, assigns, schedules and supervises work of maintenance crews involved in pavement maintenance, concrete repair, storm drain maintenance, sewer system maintenance, repair and improvement of lines and lift stations, street sweeping, shoulder and road grading, seal coating, patching, concrete installation, traffic control maintenance, road shoulder maintenance, airport maintenance, weed abatement, herbicides, and graffiti removal; repair and replacement of sidewalks, curbs and gutters, cross gutters, catch basins, recycling materials; maintenance and repair of runways, taxiways, parking aprons, fence lines, security roads, crack seals, and asphalt placement, including overlays, patching, slurry seals, cape seals, asphalt recycling, and vector control cleaning; repair of manholes, pumps, and pump stations; trenching of street lights; supervises traffic sign installation and markings; maintenance and repair of all City traffic control devices; responsible for scheduling and overseeing the Glen Helen sentence work program; prepares annual budget requests; ensures tasks are accomplished within timeframe and budgetary estimates; counsels, evaluates and recommends disciplinary action; visits jobsites to review progress of workmanship and to ensure that safe working and driving practices are followed; investigates complaints made by the public; trains personnel in all phases of street maintenance; inspects street construction to ensure conformance to City and FAA standards; records and prepares estimates of labor, materials, and equipment costs; maintains work-related records; orders and ensures an adequate supply of parts, materials and equipment; prepares and presents verbal and written reports as necessary, and performs related duties as required.

EMPLOYMENT STANDARDS

Training and Experience - Graduation from high school, or GED equivalent, supplemented by thirty (30) college semester units in Public Administration or a related field. Must possess three years of experience in construction, street maintenance, and traffic control maintenance, including at least two years in a supervisory capacity.

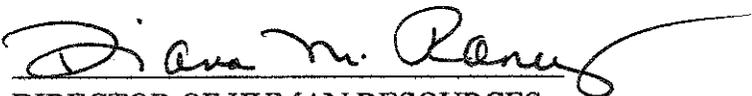
Public Works Supervisor – Concrete/Airport/Street/Traffic Maintenance

Knowledge and Abilities – Knowledge of: the principles and methods involved in the construction and maintenance of bituminous pavement and concrete structures within the right-of-way; general construction and maintenance materials and equipment used in street maintenance and repair operations; weed abatement practices; street sweeping and operations; airport runway maintenance; drainage channel maintenance and graffiti removal principles; practices and principles of traffic maintenance operations and the various tools and motorized equipment used in signal/traffic/street maintenance; principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods. Ability to: read and interpret construction plans, maps, specifications, and manuals; plan, assign and supervise the work of Public Works maintenance crews; make time, material and cost estimates; effectively operate a computer and computer software; maintain records; communicate clearly and concisely, both verbally and in writing; routinely adhere to and maintain a positive attitude; prepare and complete employee performance evaluations; maintain effective working relationships with supervisors, fellow employees and the general public; promote quality customer service; and operate City vehicles and equipment in a safe manner.

Licenses and Certificates - Possession of a valid, unrestricted California Class "C" driver's license. Must possess a Class B license within six months of appointment. Certification by International Municipal Signal Association (IMSA) as an Associate Signs & Markings Specialist Level 1 for the Traffic Maintenance position.

WORKING CONDITIONS

Work is performed primarily in an outside environment, independent of other workers, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds in a construction zone environment. Incumbents must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be physically and mentally able to efficiently perform the duties of the position with or without reasonable accommodation, without hazard to themselves or others. Incumbents must be able to lift heavy loads up to 100 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE: November 19, 2002

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position
MS/j.d.PWSupervisor-Concrete/Airport/Street/Traffic Maintenance