

## **PUBLIC WORKS SUPERVISOR**

### **WATER/SEWER**

#### **DEFINITION**

Under general supervision of the Public Works Manager, this position assigns, supervises, and reviews work of crews engaged in public works street maintenance, water distribution facilities, and sewer collection system; assists with the emergency response program; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This position reports to the Public Works Manager and performs a wide range of skilled tasks in the supervision of public works crews. Incumbent must demonstrate flexibility in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear, concise, and logical manner to managers, fellow employees, and subordinates.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Organizes and supervises work of maintenance crews involved in weed abatement, access road grading, storm drains, vector control cleaning; repairs sewer lines, pumps and pump stations, parking aprons, security roads and fence lines, shoulder and road grading, seal coating, patching, concrete repair and installation, street sweeping, sewer maintenance, water distribution systems, pavement maintenance, improvement of lines and lift stations; assists with the preparation of the street maintenance and utility division budget; investigates complaints regarding water/sewer system; inspects, flushes, repairs and replaces mainline pipe, fire hydrants, valves, water services, meters, and backflow devices and water sampling; maintains and monitors lift stations; marks underground service lines; provides vector control for manholes, raises and repairs manholes, provides dye test, drainage, and dry well maintenance; responsible for scheduling and overseeing the Glen Helen sentence work program; ensures tasks are accomplished within timeframe and budgetary estimates; recommends disciplinary action; visits jobsites to review progress of workmanship and to ensure that safe working and driving practices are followed; trains personnel; inspects work 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 college semester units in Public Administration or a related field, and three years of sewer maintenance and fresh water distribution experience, including at least two years in a supervisory capacity.

**Knowledge and Abilities** – **Knowledge of:** the principles and practices involved in the construction and maintenance of bituminous pavement, pipeline (water, sewer and storm drain) maintenance and installation procedures, 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 the various tools and motorized equipment used in Public Works maintenance.

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**Ability to:** read and interpret construction plans, maps, specifications and manuals; **plan**, assign, and supervise the work of maintenance crews; read and interpret plans and specifications; make time, material, and cost estimates; effectively operate a computer and computer software; communicate clearly and concisely, both verbally and in writing; prepare and complete employee performance evaluations; work closely with other departments and agencies; routinely adhere to and maintain a positive attitude; maintain effective working relationships with supervisors, fellow employees, and the general public; promote quality customer service; operate City vehicles and equipment in a safe manner.

**Licenses and Certificates** - Possession of a valid, unrestricted, California Class "C" driver's license. Must obtain a valid, unrestricted Class "B" CDL within six months. Must obtain certification by California Department of Health Services as a Water Distribution Operator Grade D2 and California Water Environment Association Grade III as a Collections System Maintenance Technologist within eighteen months of employment. California Department of Health Services as a Treatment Operator T1, and current Confined Space certifications highly desirable.

**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. 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 REVISED: January 23, 2007

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.  
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