PUBLIC WORKS SUPERVISOR

DEFINITION

These positions are under the direction of the Public Works Superintendent and are responsible for planning, organizing, supervising and reviewing the work of the Public Works Senior Maintenance Workers and Maintenance Workers and/or Parks and Building Senior Maintenance Workers and Maintenance Workers. Works cooperatively with the other Public Works Supervisor. Duties may be cross-assigned by Public Works Director, as needed.

SUPERVISION EXERCISED AND RECEIVED

Directly supervises the work of Senior Maintenance Workers and Maintenance Workers. Receives direct supervision from the Public Works Superintendent.

ESSENTIAL AND IMPORTANT DUTIES

- Supervises the work of the senior maintenance workers and maintenance workers, including the determination of work procedures and materials and methods, enforcing City regulations and policies, and encouraging performance of assigned tasks at a productive and efficient work pace.
- Utilize the Computerized Maintenance Management System (CMMS) including reports and records to adjust operations for effective and efficient operations. Monitors the quality and quantity of the work of employees by reviewing progress to determine if maintenance schedules are being met. Identifies problems in the quantity and quality of work and takes prompt and effective corrective action.
- Performs quarterly and annual performance evaluations on Senior Maintenance Workers and Maintenance Workers.
- Implements safety programs for equipment use and ensures proper safety training. Trains all personnel on the safe, effective operations of equipment. When new equipment is introduced, trains maintenance workers on the safe, effective operations of the equipment prior to authorizing use of the equipment. Ensures on-going safe practices and OSHA compliance are followed.
- Supervises the work furlough program and works with Senior Maintenance Workers to assign projects.
- Identifies better methods for meeting service demands through streamlining and improving work methods, and tests possible improvements.
- Develops responsibility and teamwork among Senior Maintenance Workers and Maintenance Workers by ensuring that each person understands his/her work responsibilities. Encourages communication and feedback with and among employees.
- Motivates employees by providing recognition and a sense of achievement when a job is well done. Helps employees learn new skills to enhance their career growth. Informs Senior
Maintenance Workers and Maintenance Workers of areas which require improvement and works with them to achieve the improvement.

- Maintains thorough knowledge of all department emergency procedures.
- Oversee the maintenance and repair of city streets, storm drains, waste water collection facilities and other public works facilities.
- Oversee the maintenance and repair of city parks, buildings, open space, medians, city-owned trees, and other facilities using city employees and contractors.
- Review the purchases of necessary supplies and equipment.
- Responds to public inquiries, investigate and resolve complaints in a timely manner, maintaining a positive customer service philosophy
- Serves as Public Works Superintendent in Superintendent’s absence.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of functions, qualities and characteristics of materials and supplies used to maintain City streets, storm drains, waste water collection facilities, city parks, and equipment. Proper operation of tools, equipment, and vehicles, including light, medium and heavy trucks; proper safety precautions. Budget procedures and management, personnel management, customer service procedures, purchasing procedures, safety practices and procedures.

**Ability** to provide instruction and guidance to Senior Maintenance Workers and Maintenance Workers. Read, write and speak English in order to communicate effectively with the public, subordinates and supervisors; comprehend and accurately follow oral and written instructions; and make calculations appropriate to the work. Ability to read plans and specifications. Learn, use and retain knowledge of department policies and procedures. Ability to establish, maintain and foster positive cooperative working relationships with others contacted in the course of work; foster team work within the department and with other departments. Guide and evaluate the work of maintenance crews and diagnose problems as they impact maintenance practices.

**Skills** to safely drive all vehicles, accurately prepare and maintain records, operate office equipment including computer systems, institute positive operational changes.

**EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and five years of work experience in parks or building maintenance and/or public works with three years in a leadership position with supervisory responsibilities.

**LICENSES, CERTIFICATES AND REGISTRATION**

- Possession of or ability to obtain a Class C California driver's license issued by the State Department of Motor Vehicles.
- CWEA Wastewater Collection System Maintenance Grade 2 certification desired.