

CITY OF BRISBANE

PUBLIC WORKS SUPERVISOR

Definition

Under general direction, organizes, schedules, and supervises the work of employees engaged in the operations and maintenance of buildings, grounds, and infrastructure of City areas, landscape areas, and other public facilities; and does related work as required.

Class Characteristics

This mid-management classification has full supervisory responsibility for planning, assigning, scheduling, coordinating and supervising the work of several field maintenance worker crews involved in maintenance of streets and sidewalks, storm drains and sewers, water distribution systems, traffic signs and lighting, and city facilities. This classification may also be responsible for the supervision of contractors performing landscape maintenance, street sweeping, etc. This classification also has administrative and fiscal responsibility for specific programs and/or projects. As necessary, this classification participates in the actual work being performed.

This classification is distinguished from the Public Works Lead Maintenance Worker classification in that the latter has responsibility for one maintenance crew. This classification is distinguished from the Public Works Superintendent in that the latter has managerial oversight of all public works maintenance activities and supports the Public Works Director/City Engineer in a variety of areas.

Examples of Duties (Illustrative Only)

- Plan, assign, schedule, coordinate and direct the work of several maintenance worker crews engaged in the maintenance of streets and sidewalks, storm drains and sewers, water distribution systems, traffic signs and lighting, and city facilities.
- Establish work priorities and conduct field inspections to review work-in-progress and upon completion.
- Monitor timely completion of Service Requests.
- Direct and coordinate the assignment of personnel, materials and equipment at various work sites; maintain adequate inventories of materials and equipment.
- Provide for the training of assigned personnel in work methods, use of tools and equipment, and safety practices; evaluate and correct the performance of subordinate staff; write employee evaluations.
- Perform maintenance crew work, including the operation of all types of motorized equipment, as necessary.
- Monitor streets and sidewalks, storm drains and sewers, water distribution systems, traffic signs and lighting, and city facilities and submit recommendations as to the maintenance and repair work needed.
- Respond to questions, inquiries, complaints, and emergency calls from the public, subordinates, and other agency departments, and take the appropriate course of corrective action, as necessary.
- Prepare a variety of memos, letters, records, and reports.
- Participate in the preparation of the annual operating budget for assigned program areas; monitor and control expenditures.

- Respond to emergency situations, as necessary.

Qualifications

Knowledge of:

- Materials, methods, practices, and equipment used in the maintenance and repair of streets and sidewalks, storm drains and sewers, water distribution systems, traffic signs and lighting, and city facilities.
- Types and level of maintenance and repair activities generally performed in street, drainage, water, and facility maintenance programs.
- Basic construction skills and techniques.
- Occupational hazards and safety regulations.
- Safe work methods and practices.
- Mathematical and related techniques used to estimate material needs and their costs.
- Principles and practices of supervision, training and performance evaluation.
- Budgeting principles and techniques.

Skill in:

- Planning, organizing, and supervising the work of subordinate employees.
- Providing appropriate advice and assistance on maintenance and repair problems to obtain effective results.
- Effectively supervising work of assigned personnel and completing program objectives and projects.
- Interpreting and accurately applying rules and regulations relevant to the position.
- Interpreting and working from blueprints, diagrams, and sketches.
- Reviewing organizational and administrative problems and recommending and implementing effective courses of action.
- Acquiring a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies; learning the geography of the City, including the location of pump stations, major utility systems, streets, and sewer and drainage facilities.
- Preparing and maintaining accurate records.
- Operating and maintaining equipment.
- Operating standard office equipment, including a computer.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Education and Experience:

Education: Graduation from High School or possession of a GED.

Experience: Three years of experience in a City or County public works department performing semi-skilled field maintenance work, with at least one year of advanced-journey level or lead maintenance worker level work.

License: Possession of a valid Class B license issued by the State of California or the ability to obtain such a license in a time period designated by the City, and a satisfactory driving record. Possession of a Water Distribution Operator II level certification as issued by the State of California or obtain such certification in a time period designated by the City. All licenses and certificates must be maintained as a condition of employment.

Working Conditions: Will be required to work in both an office environment and outdoors, including working in inclement weather and emergency situations. Must be willing to work evenings and weekends, overtime, and respond off-hours to various emergency situations. May work in an environment where exposed to machinery, chemicals, uneven surfaces, noise, vibration, and confined spaces.

Physical Demands: Must possess the mobility to work in a standard office setting, to inspect various City infrastructure sites, including climbing ladders and stairs, attending meetings and to operate a motor vehicle; strength, stamina and mobility to perform heavy physical work, drive a motor vehicle and heavy construction equipment and to lift and move materials and equipment weighing up to 90 pounds and heavier with the use of proper equipment, as necessary and in emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Approved Date: January 27, 2003
Resolution: 2003-07

Revised Date:
Resolution:

Bargaining Unit: Mid-Management/Professional Employees Group
Resolution: 2003-08

Former Titles:

Abolished: