

City of Stockton

PUBLIC WORKS SUPERVISOR

DEFINITION

Under direction, plans, organizes, and directs the work of individuals, crews, and/or contractors performing various maintenance, construction, installation, and inspection activities related to: facilities, streets, pavements, rights-of-way, traffic devices, signs, pavement markings; parks and trees. Performs related work as assigned.

CLASS CHARACTERISTICS

This is the first-line supervisory level that may be assigned to either facilities, street maintenance and construction, traffic devices, signs, and pavement marking, debris and graffiti removal, parks, trees, and maintenance and repair work. Incumbents plan, organize, schedule, assign, and direct the work of individuals, crews, and/or contractors, and provide technical assistance as necessary. It is distinguished from Senior Public Works Supervisor, which is a senior Supervisor position responsible for the overall operation of several sections.

PRINCIPAL DUTIES (Illustrative only)

Depending upon area of assignment, duties may include but are not limited to the following:

- Plans, organizes, schedules, supervises, assigns, and evaluates the work of individuals, crews, and/or contractors engaged in: facilities, street maintenance and pavement construction; traffic devices, signs, and pavement marking; debris and graffiti removal utilizing Alternative Work Program personnel; parks, trees, installation, maintenance, inspection, and a wide variety of repair work.
- Develops and directs the implementation of goals, objectives, procedures, and work standards for the activities.
- Instructs or provides for the training of crewmembers in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects job sites to determine work required and to evaluate performance.
- Resolves a variety of routine personnel and administrative matters; recommends and implements disciplinary action as necessary.
- Provide budget input on labor, material, and equipment requirements for assigned jobs; requisitions needed tools, supplies, equipment, and services.
- Provides technical assistance to crews in resolving difficult problems encountered.
- Prepares and maintains a variety of reports and records, including time cards, work sheets, accident reports, maintenance requests, financial/budget records, asset databases, and maintenance management systems.
- Orders and maintains an adequate inventory to accomplish assigned jobs.
- Responds orally or in writing to questions and complaints from the public.

Established:	4/4/88
Resolution:	CC88-0182
Spec Adopted:	10/31/88
Resolution:	CS88-091
Spec Amended:	2/18/93
Resolution:	CS93-014
Spec Amended:	10/7/04
Resolution:	CS04-107
Spec Amended:	
CS Status:	Classified
Unit:	Supervisory
FLSA Status:	Non-Exempt

- Recommends special work required or necessary equipment maintenance; reviews work upon completion.
- Ensures appropriate safety devices and equipment are being utilized; conducts safety meetings.
- Coordinates activities with other departments and affected agencies.
- May serve as an on-site supervisor.
- Reviews and inspects contract work upon completion to ensure compliance with established standards and regulations.
- Responds to emergency situations as necessary.
- Collects and provides written documentation for legal claims against the City related to assigned activities.

MINIMUM QUALIFICATIONS

Education/Experience:

Possession of a high school diploma or GED and either: (1) two years of experience as a crew leader in facilities, street maintenance and pavement construction, traffic devices, signs, and pavement markings; right-of-way work to include debris and graffiti removal; parks, trees, or heavy equipment operation at a level equivalent to the City's Senior Maintenance Repair Technician, Public Works Heavy Equipment Operator, Senior Electrician, or Senior Tree Surgeon, or (2) two years of experience directing, inspecting, and managing Public Works projects at a level equivalent to Public Works Inspector, Senior Engineering Technician, or Field Specialist.

An Associate of Arts Degree in Electronics, Engineering, Public Administration, or a closely related field, is desirable.

Other Requirements:

- Must be able to obtain and maintain a valid California driver's license.

Knowledge of:

- Principles, methods, tools, and equipment used in at least one of the following: facilities, street maintenance and pavement construction, traffic devices, signs, and pavement markings; right-of-way work to include debris and graffiti removal; parks; and/or trees;
- Principles and practices of employee supervision, including selection, training, work evaluation, and discipline;
- Safe work methods and safety practices pertaining to the work;

- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
- Relevant codes and regulations, as related to these duties; and
- Basic computer operation and familiarity with programs used for communication, scheduling, financial management and databases.

Skill in:

- Planning, estimating, coordinating, scheduling and evaluating the work of several crews;
- Preparing and maintaining a variety of accurate written and/or digital records and reports pertaining to the work;
- Communicating effectively both written and oral (emails, memos, schedules);
- Reading and interpreting plans, maps, specifications, and manuals;
- Operating and maintaining equipment and tools used in the field;
- Establishing and maintaining effective working relationships with those encountered in the course of the work;
- Identifying and implementing effective courses of action to complete assigned work;
- Coordinating crew assignments with other divisions, departments, and agencies; and
- Inspecting work undertaken by City Staff or contractors, including compliance with appropriate codes and standards, as related to these duties.

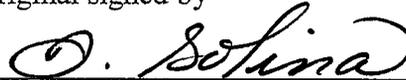
Physical/Mental Abilities:

- Mobility – Ability to stoop, kneel, reach, sit, stand, move, and engage in repetitive motions;
- Lifting – Possess sufficient strength to lift and carry objects weighing up to 50 pounds;
- Vision – Constant use of overall vision; frequent reading and close-up work; frequent color and depth vision;
- Dexterity – Frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching;
- Hearing/Talking – Frequent hearing and talking, in person and on the phone;
- Must be willing to respond to emergency situations during off-hours as required;
- Emotional/Psychological – Frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone
- Environmental Conditions – Occasional exposure to hazardous materials;
- Must be willing to work out of doors in all weather conditions and to work with exposure to traffic;
- Special Requirements: Occasional weekend or evening work; and
- Working Conditions – Field and office work may be loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by



DEANNA L. SOLINA, Esq.
INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: 8/12/15