

STREETS & STREETSCAPES MAINTENANCE SUPERVISOR

PURPOSE

To plan, organize, monitor and supervise the work of maintenance personnel as assigned to the Public Works Department; and to perform a variety of technical tasks relative to Street and Streetscapes Maintenance.

WORKING CONDITION

Work is performed predominantly outdoors and includes exposure to various weather conditions, hazardous materials, noxious odors, confined spaces, airborne particles, noise, and traffic hazards.

PHYSICAL DEMANDS

Moderate to heavy lifting (up to 50 pounds); prolonged periods of standing, reaching, bending, squatting, climbing, kneeling and twisting. The work also emphasizes speech, hearing and vision.

DISTINGUISHING CHARACTERISTICS

This class is a full, first-line supervisory level in the maintenance series. Incumbents have responsibility for resolving employee complaints, ensuring that departmental rules and regulations are followed, and preparing employee performance evaluations. Receives general direction from the Public Works Director or his/her designee. Exercises direct supervision over maintenance personnel assigned to the Public Works Department.

ESSENTIAL JOB FUNCTIONS - Duties may include, but not limited to, the following:

Plan, organize, assign, supervise and review the work of maintenance personnel assigned to the Public Works Department.

Monitor operation and activities of Public Works staff; recommend improvements and modification; assist in preparation of various reports on operations and activities.

Oversee and communicate clearly with Contractors in assigned areas.

Assist in the preparation of annual budget for review; prepare cost estimates and submit justifications for equipment; monitor budget expenditure. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; assist in the preparation of specifications and contracts for contracts services.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Assist with selection, promotions, performance evaluations, disciplinary actions and dismissals of assigned personnel.

Perform the most complex Street and Streetscapes Maintenance duties; provide technical assistance to crews; conduct safety training sessions.

Train staff in maintenance of Streets and Streetscapes (includes irrigation, pruning and weed control).

Perform standby duty; receive and respond to emergency calls.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of the principles and practices of street and streetscapes maintenance (including irrigation, pruning and weed control); equipment, tools and materials used in street and streetscapes maintenance activities; principles of supervision and training; principles and practices of safety management; pertinent local, state and federal laws, ordinances and rules.

Ability to read and understand construction drawings, plans and specifications; organize, implement and direct street and streetscapes maintenance operations and activities; interpret and explain pertinent department policies and procedures; develop cost estimates for supplies and equipment; perform the most complex maintenance duties and operate related equipment; demonstrate tact and diplomacy with the public; develop and recommend systems and procedures related to assigned operations; establish and maintain cooperative and effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff.

Education and Experience:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by specialized training in Public Works operations.

Experience: Four years of increasingly responsible experience in Street and Streetscapes Maintenance work, including one year lead/supervisory experience.

Other Requirements

This position requires possession of a valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

This position requires possession of, or the ability to obtain within 6 months of assignment, a Class B or A California Commercial Driver's License with a tank and air brake endorsements, and a satisfactory driving record as a condition of continued employment if assigned in the Streets Division.

Possession of, or ability to obtain within 6 months of assignment, a valid California Department of Pesticide Regulations (DPR) Qualified Applicator Certificate.