STREET MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision to plan, coordinate, and supervise the maintenance, construction and repair of City streets, sewers, and related facilities and structures; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to the maintenance, construction, and repair of City streets and sewers.

EXAMPLES OF DUTIES

Provides supervision and work coordination for staff assigned to the construction, cleaning, and maintenance of: streets, curbs and gutters, sidewalks, sewers, storm drains, street sweeping, striping, and sign installation and repair activities, painting, public parking lots, sewer mains, manholes and appurtenances, drainage channels in public streets, alleys, and easements; oversees contract for street sweeping and pick-up of receives, investigates, and takes remedial action on complaints regarding activities of work crews; conducts inspections to evaluate work progress, methods, and quality; collects data to prepare estimates, determine work load, personnel, and equipment requirements for projects and to forecast future operational needs; supervises. trains, and evaluates the work of subordinate personnel; instructs personnel in work methods and safety practices; assures the adherence to safety standards and the proper use of safety equipment; supervises and participates in the completion of time, material, and equipment use records; explains policy to the general public; assists in preparing reports and annual budget estimates; prepares sketches outlining work needed for minor street maintenance and repair work; may assist in overseeing the water utility operations; may participate in difficult assignments including operation of mechanized equipment; represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

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EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques as they relate to street, traffic systems, sewer and storm drain maintenance, and repair.
- Principles of supervision and training.
- Materials, methods, and equipment used in street, sewer and storm drain construction, maintenance, and repair.
- Traffic and sign painting methods and procedures.
- Occupational hazards and standard safety precautions.
- Recordkeeping procedures.

and

Ability to:

- Plan, coordinate, and supervise the City's street maintenance activities.
- Provide supervision, training, and work evaluation for staff.
- Direct and inspect the technical details of street, traffic systems, and sewer and storm drain maintenance work.
- Read and interpret construction plans and specifications.
- Interpret and work from sketches, pencilled layouts, and working plans and specifications.
- Keep accurate records.
- Provide budget information and monitor expenditures.
- Prepare a variety of reports and presentations.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the public works street maintenance functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

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EMPLOYMENT STANDARDS - (cont.)

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable, supplemented by technical or vocational courses related to the public works field.

Work Background: Four years of progressively responsible experience in public works construction and maintenance work including two years in a supervisory position.

August 1992