

## **CITY OF MT. SHASTA**

### **CLASS TITLE: PUBLIC WORKS SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Public Works Director, organize and direct operations and activities involved in the maintenance and repair of City streets and related infrastructure; City storm drain, water and sewer systems, lines and equipment; coordinate projects, personnel, equipment and materials to meet City street, water, and sewer system maintenance needs and assure proper and timely completion of related activities; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize and direct operations and activities involved in the maintenance and repair of City streets, storm drain, water, and sewer systems and related infrastructure; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate projects, personnel, equipment and materials to meet City street, storm drain, water, and sewer system maintenance needs and assure proper and timely completion of related activities; participate in the scheduling, development and implementation of maintenance and repair projects.

Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, guidelines and procedures.

Estimate and assure adequate labor, equipment and material levels to meet street, water, sewer, and storm drainage project needs; monitor inventory levels of materials, supplies and equipment; requisition materials and equipment as needed; order, receive and maintain adequate inventory levels of supplies; prepare and set up parts, tools, equipment and supplies for projects.

Prioritize and coordinate response to City streets maintenance needs; plan, organize and lay out projects; monitor progress of streets maintenance projects; inspect finished projects for accuracy, completeness and compliance with established requirements and specifications.

Organize, direct and participate in the preparation of streets for paving, asphalt and concrete repair, and utilization of asphalt and other rock to pave, grade and patch roads and shoulders, fill holes and seal cracks; assure existing streets are maintained in proper condition.

Supervise the digging, repair, maintenance and cleaning of culverts and drainage ditches; oversee the repair of concrete sidewalks, curbs and gutters; assure proper cleaning of surface drains.

Organize and direct the driving of dump trucks and pickup trucks to haul and transport equipment, supplies and materials to and from project locations; oversee and participate in

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loading and unloading materials, supplies and equipment.

Oversee and participate in the operation of snow plows to clear streets of snow as assigned.

Oversee and participate in a variety of grounds maintenance and gardening duties; trim and prune trees; mow and edge lawns and other turf grounds; assure proper application of pest control methods to eradicate weeds.

Supervise and participate in the operation of a variety of heavy and light equipment including dump trucks, skip loaders, backhoes, paint sprayers, rollers, graders, boom trucks, mowers, flushers and various hand and power tools; assure equipment is operated and maintained in safe and proper working order.

Organize and direct the inspection, diagnosis, servicing, maintenance and repair of a variety of large and small vehicles and equipment; assure safe and proper operating condition of City vehicles and power-driven equipment.

Organize and direct the painting and striping of curbs, handicap zones, stop lines, crosswalks, school zones, roadways, lines and other street markings; install and maintain street and traffic safety signs and markers.

Assist in the development and preparation of the annual preliminary budget for streets and roadways, street cleaning, traffic safety, snow removal, central garage, government buildings and grounds, landscape maintenance, storm drain, water, and sewer maintenance functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Serve as a resource to outside agencies concerning streets, storm drain, water and sewer maintenance and related activities; respond to inquiries and provide information concerning related projects, time lines, problems, services, policies and procedures.

Communicate with City personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; coordinate street striping, chip seal, snow hauling storm drain, water and sewer maintenance and other projects with contractors.

Prepare and compile various records related to materials, labor, equipment, personnel, budgets and assigned activities.

Perform flagging duties to provide safety for workers during road maintenance work as needed.

Coordinate, oversee and participate in the preparation of City streets for special events.

Supervise and participate in the inspection and cleaning of storm drain, water and sewer lines; flush and remove obstructions from storm drain and sewer lines; repair or replace valves, control devices, pipes, fittings and various other fixtures, parts and equipment; install, maintain and repair fire hydrants and manholes; repair vaults, wells, tanks and pumps as needed.

Organize and direct activities to assure smooth, efficient, healthy and safe water and sewer line flow, operations and services; inspect distribution system and test water to assure proper quality

and chemical levels; apply chlorine and other chemicals to adjust water quality as needed.

Receive and coordinate response to requests, customer service calls, work orders and public complaints concerning storm drain, water and sewer lines; assure proper and timely resolution of customer service issues, conflicts and complaints; inspect finished projects for accuracy and completeness.

Investigate public complaints concerning storm drain, water and sewer lines and systems; supervise and participate in troubleshooting, diagnosing and resolve storm drain, water and sewer system, line and equipment problems and malfunctions.

Organize and direct the installation of new storm drain, water and sewer hook-ups and related equipment and components at construction sites; assist with mapping storm drain, sewer and water lines, valves and other system components; identify and adjust activities in response to utility locations for underground projects.

Oversee and participate in the preparation and maintenance of various records and reports related to sewer and water systems, customer service, system usage and production, projects, chemicals, cleaning, maintenance, fire hydrants, meter readings, inventory, personnel and assigned activities.

Operate telemetry system to monitor tank levels, well pump usage, storage reservoir usage and production levels.

Coordinate with City personnel, oversee and participate in the distribution of utility notices related to billings for water and sewer services; resolve issues related to water shut-offs as needed.

Coordinate and participate in the response to storm drain, water, sewer and other public works emergencies on an on-call, rotational basis and as needed; participate in clean-up activities after major storms.

Assist with the development and implementation of operational and departmental policies.

Serve as the Public Works Director in the absence of the Director as assigned.

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of the operations and activities involved in the maintenance and repair of City streets and related infrastructure, City storm drain, water and sewer systems, lines and equipment.

Practices, procedures, methods, materials and equipment involved in the maintenance and repair of streets, sidewalks, ditches, drains, and related infrastructure.

Practices, procedures, methods, materials and equipment involved in the installation, cleaning,

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maintenance and repair of storm drain, water and sewer lines, valves, pipes, fittings, fire hydrants and related infrastructure.

Operation and use of a variety of heavy and light equipment including dump trucks, loaders, skip loaders, graders, backhoes, paint sprayers, rollers, mowers, snow plows, street sweepers, flushers, and hand and power tools.

Methods, procedures and requirements for monitoring, testing and adjusting water quality levels.

Health and safety regulations and procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic budget preparation and control.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Legal and defensive driving practices.

**ABILITY TO:**

Organize and direct operations and activities involved in the maintenance and repair of City streets and related infrastructure, and City storm drain, water and sewer systems, lines and equipment.

Coordinate projects, personnel, equipment and materials to meet City street, sewer, water, and storm drain maintenance needs and assure proper and timely completion of related activities.

Train and evaluate the performance of assigned personnel.

Participate in the scheduling, development and implementation of streets, sewer, water and storm drain system maintenance projects.

Estimate material, labor, equipment and time requirements.

Inspect projects for accuracy, completeness and compliance with established requirements.

Operate a variety of heavy and light equipment including dump trucks, skip loaders, backhoes, paint sprayers, rollers, graders, snow plows, boom trucks, mowers, flushers and various hand and power tools.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and compile a variety of records related to assigned activities.

Maintain records and prepare reports.

Perform mandatory stand-by duties and respond to emergency call-outs following City policies and procedures.

Effectively represent the City in contacts with vendors, contractors, various governmental agencies, home owners, and the public.

Meet the physical requirements necessary to safely and effectively perform required duties.

Observe health and safety regulations and procedures.

Perform heavy physical labor.

Understand and follow oral and written instruction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years increasingly responsible experience involving the maintenance and repair of streets, water and sewer systems, lines and equipment and related infrastructure including two years in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license.  
Ability to Obtain Water Distribution Operator D2 certification

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil/grease, gases.  
Driving a vehicle to conduct work.  
Emergency call-out.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Bending at the waist, stooping, kneeling, or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.  
Seeing to operate equipment and read a variety of materials.  
Sitting or standing for extended periods of time.  
Climbing ladders.  
Heavy physical labor.  
Hearing and speaking to exchange information.

**HAZARDS:**

Subject to noise and fumes from equipment operation.  
Working around and with machinery having moving parts.  
Working at heights.  
Traffic hazards.  
Working in a cramped or restrictive work chamber.  
Infectious materials from wastewater.  
Chemical fumes.