



**CITY OF PETALUMA
CLASS SPECIFICATION**

Date: 12/04/06
Job Class: 09PWSP

Public Works Supervisor

Summary

Plan, coordinate, schedule, assign and supervise the activities and work in streets, sewers, equipment maintenance, facility maintenance, custodial services, painting, signage, fleet, lighting, the D Street Bridge and the turning basin; oversee and direct the work of assigned crews.

Class Characteristics

General direction is provided by the Public Works Manager. Responsibilities include the direct and indirect supervision of maintenance, technical, and clerical personnel. Incumbents may also perform journey and advanced journey level maintenance and operational duties as needed to facilitate project completion. This is the first supervisory level class assigned to direct and oversee public works maintenance and operations activities and staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, schedule, assign, and supervise the work of crews engaged in a wide range of maintenance and operations work activities; coordinate and participate in the selection and evaluation of staff as required; counsel staff and take necessary disciplinary action; ensure that employees receive appropriate and adequate job-related training; resolve a variety of routine personnel administrative matters.

Review and evaluate proposed projects to determine the most feasible approach, including the manpower and materials needed; make determinations and prepare cost estimates of the staffing, material, and equipment needed for projected activities; establish work priorities and timelines and make recommendations on project implementation; prepare and present written and/or oral project recommendations.

Provide technical assistance to staff pertaining to assigned functions and areas; perform journey and advanced journey level maintenance and operations duties as needed to facilitate project completion; serve as a technical resource and reference for problem areas; direct remedial actions.

Conduct project inspections to evaluate progress and ensure conformance to specifications; confer with other City staff to coordinate work schedules and ensure effective and efficient operations.

Review or prepare plans and specifications for contract work; inspect work performed to

determine compliance to standards; administer contracts.

Develop, recommend and direct the implementation of division goals, objectives, policies, procedures and work standards; develop, review, and update written instructions and schedules; coordinate activities with those of other divisions, departments, outside agencies, and contractors.

Direct the response and/or personally respond to inquiries and complaints from the public; coordinate with other department and City staff to identify and resolve issues; meet with concerned citizens' organizations.

Assist with preparation and administration of assigned budgets; develop budget estimates based on anticipated material and personnel needs; participate in long-term planning activities to assess future needs; research and recommend new operational methods, techniques, and equipment as appropriate; provide assistance with developing departmental and project budgets as assigned.

Prepare, review and maintain a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports, maintenance requests and requisitions.

Monitor staff compliance with safety procedures; ensure that work activities are carried out in a safe and efficient manner; respond appropriately to emergency situations as necessary.

Ensure that adequate resources to perform assigned activities; requisition necessary tools, supplies, materials and equipment to maintain appropriate inventories.

May perform work as on-site supervisor on major projects.

Perform related duties as assigned

Skills/Abilities:

Plan, organize, schedule, assign, direct, review, and evaluate the work of others.

Select and motivate staff and provide for training and development.

Plan and organize comprehensive public works maintenance and operations activities with an emphasis on providing timely and efficient customer service.

Estimate time, materials, and labor requirements to complete assigned projects.

Utilize assigned staff in a cost effective and efficient manner.

Inspect work and administer contracts for work performed by others.

Prepare clear and concise records, reports, correspondence, and other written materials.

Solve problems effectively and efficiently.

Exercise independent judgment within general policy guidelines.

Utilize computers effectively to help accomplish work objectives.

Read and interpret plans, maps, and specifications.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate

Qualifications

Knowledge of:

Principles, methods, and equipment used in a variety of public works maintenance and operations areas such as streets, sewers, equipment maintenance, facility maintenance, custodial services, painting, signage, fleet, lighting, bridges and turning basins.

Principles, methods, and equipment used in public works maintenance and construction trades.

Principles and practices of employee supervision, including employee selection, work organization, scheduling, training and work evaluation.

Basic principles and practices of budget administration.

Safety practices, safe work methods, and safety regulations pertaining to public works maintenance and construction activities.

Codes and regulations pertaining to public works maintenance and construction activities.

Principles and practices of contract administration.

The business use of computers, including standard word processing, spreadsheet and database software.

Education and Experience

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

Education:

Equivalent to graduation from high school. Specialized education or training in relevant subjects and/or college level coursework in business, public administration and engineering technology is desirable.

Experience:

Three years of increasingly responsible public works maintenance and/or construction experience, including at least two years performing full-journey level duties. Experience as a lead worker that included some responsibility for project planning and cost control is preferred.

Other Requirements:

Possession of a valid California Class C driver's license.

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