



JOB DESCRIPTION

Public Works Supervisor

Date Prepared: December, 2020

SUMMARY: Under general supervision of the Public Works Manager, this position assigns, supervises, and reviews work of crews engaged in public works street maintenance, concrete, asphalt, weed abatement, and work release program, road and shoulder grading, street sweeping, sewer and drainage collection systems; assists with the emergency response program; performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Organize and supervise work of maintenance crews involved in weed abatement, graffiti removal, access road grading, storm drain and sewer collection system cleaning and repair, pumps and pump stations, shoulder and road grading, concrete repair and installation, sidewalks, curb and gutters, cross gutters, catch basins street sweeping, recycling materials, pavement maintenance, asphalt and concrete recycling.
- Assist with the preparation of the department's budget.
- Investigate complaints regarding rights of way issues, weed abatement, pavements, crack seals and asphalt placement, including overlays, patching, slurry seals, cape seals, storm drain and sewer system.
- Maintain and monitor lift stations, mark underground service lines, provide vector control for manholes, raises and repairs manholes, provide dye test, drainage, and dry well maintenance.
- Responsible for scheduling and overseeing the work release program.
- Ensures tasks are accomplished within timeframe and budgetary estimates.
- Visit jobsites to review progress of workmanship and to ensure that safe working and driving practices are followed.
- Train personnel, inspect work to ensure conformance to City standards, and recommend disciplinary action.
- Record and prepare estimates of labor, materials, and equipment costs, maintain work-related records, order and ensure an adequate supply of parts, materials, and equipment.
- Prepare and present verbal and written reports, as necessary and perform related duties, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent, supplemented by thirty college semester units in Public Administration or a related field, AND three years of rights of way, street AND/OR drainage and sewer collection system maintenance experience. Or an equivalent combination of education, training, and experience. Two years in a supervisory capacity is desirable.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to obtain a valid, unrestricted Class "B" California driver's license.
- May be required to obtain a California Water Environment Association Grade III, Collections System Maintenance Certificate within twenty-four months of employment.
- Confined Space certification is highly desirable.

Knowledge of:

- The principles and practices involved in the construction and maintenance of bituminous pavement, pipeline (sewer and storm drain) maintenance, installation procedures, and concrete structures within the right-of-way.
- General construction, maintenance materials, and equipment used in street maintenance and repair operations.
- Weed abatement practices.
- Street sweeping drainage, channel maintenance, graffiti removal principles, traffic control practices, and the various tools and motorized equipment used in Public Works maintenance.
- Principles and practices of employee supervision including training, work evaluation, discipline, and safe work methods.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Reading and interpreting construction plans and specifications, maps, specifications, and manuals.
- Planning, assign, and supervise the work of maintenance crews.
- Making time, material, and cost estimates.
- Effectively operating a computer and computer software.
- Preparing and completing employee performance evaluations.

- Working closely with other departments and agencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an outside environment, independent of other workers, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbent must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be able to lift heavy loads up to 100 pounds. Incumbent must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbent must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

Department Head

Date

Personnel Officer

Date