

**CITY OF RIVERBANK**  
**PUBLIC WORKS SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general direction, plans, schedules, and supervises the day-to-day work of field operations staff responsible for construction, repair, maintenance, and operations work in streets, sidewalks and curbs, storm drains, street light repair, sewer collection pumps and lift station, and public facilities; coordinates and administers maintenance service contracts and general construction contracts in assigned Public Works functions; ensures safe work practices, work quality, and accuracy; serves as a technical resource for assigned work crews and the Assistant Director Public Works; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Public Works Supervisor** is a supervisory level class responsible for planning and organizing the day-to-day work activities of operations staff engaged in construction, repair, and maintenance work. Areas of responsibility include streets, storm drains, sidewalks, sewer collection, and related facilities. The incumbent in this class will frequently participate in directing maintenance and operations activities. This classification is distinguished from the next higher classification of Assistant Public Works Director in that the latter is responsible for the overall management of the several divisions of Public Works.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Assistant Public Works Director. Exercises direct supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, schedules, and supervises the work activities of operations staff responsible for the construction, maintenance, repair, and/or operation of streets, curbs and gutters, streetlights, storm drains, and sewer systems; coordinates the work of the department with other City departments and divisions, outside agencies, community groups, and the public.
- Assists in the development of policies and procedures; recommends programs, projects, and work assignments to the Assistant Public Works Director; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range maintenance schedules for assigned areas; ensures compliance with applicable rules, policies, and procedures.
- Establishes performance goals for crews and individual employees; participates in the selection of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.

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- Performs the full range of maintenance and repair duties in each of the Division's areas of responsibility.
- May respond to after hours call-outs and assist in the management of major incidents or disasters.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents, which may include time sheets, work orders, and inventories; plans, assigns, and directs field construction and maintenance projects.
- Oversees assigned contract services, maintenance, and construction activities; administers provisions and specifications of contracts; prepares technical and/or analytical reports on operations as necessary; participates in budget preparation; administers and monitors approved budgets; prepares project cost estimates; orders supplies, tools, and materials; reviews and monitors all purchase orders; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Develops and completes street maintenance programs; develops and implements curb, gutter, and sidewalk replacement programs; supervises traffic control signing and striping.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- May be assigned to assist other City maintenance divisions/departments in completion of projects or assignments.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors in all weather conditions, including wet, hot, and cold, and lift equipment and materials weighing in excess of 25 pounds, and occasionally requires working in heavy traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Public Works Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in public works maintenance, construction, and/or contract administration, including two years as a lead or supervisor of maintenance activity and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a Water Treatment Operator Grade I certification and a Water Distribution Operator Grade I certificate issued by the State of California Department of Health Services. A Class B California driver's license may be required within six months of employment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern practices, techniques, and materials used in maintenance, construction, repair, or operation of streets, sidewalks, equipment maintenance, buildings, and street lighting; principles and practice of water and sewer system operation and maintenance, handling, and disposal, including hazardous waste; operating characteristics and safety requirements for operation of trucks, construction vehicles, and other heavy and light equipment; contract negotiation and administration; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations, including those specific to water treatment, sewer collection, and solid waste collection; methods and techniques of scheduling work assignments; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Supervise and direct the operations and activities of a variety of Public Works maintenance units; estimate time, materials, and equipment needed to complete projects; read and understand plans and specifications; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.