



**TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR**

**FLSA: Non-Exempt**

**BOARD APPROVED: ~~OCTOBER 21, 2008~~**

**BARGAINING UNIT: Misc.**

---

## **DEFINITION**

Under general supervision, plans, schedules, assigns, and reviews the work of public works maintenance staff; coordinates, monitors, and provides technical input for assigned public works maintenance, construction, and repair projects, and other special programs; provides technical assistance to the ~~Deputy Director of Public Works~~ — Operations Superintendent; performs a variety of technical tasks relative to the maintenance and repair of County infrastructure, facilities, and systems.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the ~~Deputy Director of Public Works~~ — Operations Superintendent. Exercises direct supervision over assigned staff.

## **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Public Works Maintenance Worker series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of public works maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of public works maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the ~~Deputy Director of Public Works~~ — Operations Superintendent in that the latter has overall responsibility for all public works operations functions.

## **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned crew in coordination with the ~~Public Works Deputy Director~~ — Operations Superintendent.
- Trains staff in work, safety procedures, and the operation and use of equipment and supplies; oversees the safety of the crew and the general public in and around project work areas; monitors work methods and applies proper work practices; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the public works maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities; ensures compliance with County policies and procedures.
- Ensures the performance of safety inspections, and security of light and heavy equipment.

- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation as requested for assigned area; maintains a variety of records and prepares routine reports of work performance.
- Monitors projects and prepares daily work records, progress reports, and other reports and correspondences; reviews construction plans and ensures projects are in compliance with established schedules, specifications, and appropriate standards of quality.
- Maintains files and records of materials, supplies, equipment usage, accidents, time, and costs of maintenance projects for assigned crew;
- Prepares reports; procures and ensures adequate materials, tools, and equipment are available for assigned crew.
- Estimates labor, equipment, and materials required for projects; prepares and submits requisitions for personnel, equipment, materials, and other resources.
- Performs a variety of construction, installation, maintenance, and repair work on County roads, bridges, culverts, signs, pavement markings, traffic safety and control devices, and other related public works duties.
- Inspects, evaluates, records, and reports conditions of roads, bridges, culverts, signs, traffic safety and control devices, and other public works structures; recommends corrections as necessary.
- Coordinates and prepares, USA locates, schedules detours, and produces or maintains project related documents for assigned area.
- Assists with coordination of division activities with other Public Works divisions, County departments, and outside agencies.
- Oversees safety inspections of County equipment and tools; maintains clean, organized, and secure yard- and storage areas.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Attends daily crew meetings; attends meetings, conferences, workshops, and training sessions to remain current on practices and new developments in assigned work areas.
- Performs other related work as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures;
- Principles and practices of public works maintenance program development and administration;
- Applicable Federal, State, County, Department, and Division laws, regulations, codes, policies, and procedures;
- Maintenance principles, practices, tools, and materials for maintaining roads, bridges, culverts, signs, traffic safety and control devices, and other public works structures as assigned;
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment;
- Basic traffic control procedures and traffic sign regulations;
- Basic principles and practices of budget administration and accountability;
- Safe work methods and safety practices pertaining to the work;
- Basic record keeping principles and procedures;

- Mathematical calculations ~~Arithmetic~~ as related to customary work duties;
- Basic computer applications related to work, including inventory control and record keeping;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff;
- Organize, implement, and direct public works maintenance operations and activities;
- Analyze, interpret, and apply, Federal, State, and local policies, procedures, laws, and regulations;
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures;
- Identify problems, research and analyze relevant information, and make recommendations for solution to management;
- Perform the most complex maintenance duties and operate related equipment safely and effectively;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Prepare clear and concise reports, correspondence, procedures, and other written materials;
- Maintain accurate records and files of work performed;
- Develop and recommend systems and procedures related to assigned operations;
- Establish and maintain a variety of manual and computerized record keeping and project management systems;
- Make sound, independent decisions within established policy and procedural guidelines;
- Organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and software programs;
- Make accurate arithmetic, financial, and statistical computations;
- Use English effectively to communicate in person, over the telephone, and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.
- Five (5) years of increasingly responsible experience in the construction and maintenance of County infrastructure, facilities, and systems related to area of assignment, including two (2) years lead experience at the level of Lead Public Works ~~Assistant~~ Maintenance Worker ~~Supervisor~~ at the County of Tehama or the equivalent elsewhere.
- Other combinations of education and experience may be considered.

### **License and Special Requirements:**

- Requires a valid California Class A driver's license with Air Brake, Tanker and Double/Triple endorsements.
- May be required to obtain a Hazmat endorsement.
- Must comply with U.S. Department of Transportation regulations as a "Safety Sensitive" classification, including pre-employment, random, reasonable suspicion and post-accident drug and alcohol testing as a condition of employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials, up to 50 pounds, as and objects necessary to perform job functions.

### **WORKING CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, low visibility, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. While performing duties, employees may be exposed to livestock, wildlife, and/or carcasses. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays and participate in after-hours emergency response and on-call and callback assignments.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**