

STREET MAINTENANCE SUPERVISOR

DEFINITION

Under direction, supervises maintenance and construction activities on streets, bridges, concrete infrastructure, traffic signals and streetlights, paint and sign, and related public works.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Street Maintenance Supervisor is a first line supervisory class in which, based upon assignment, incumbents may direct the activities in street, bridge, concrete, traffic signals and streetlights and paint and sign maintenance. Street Maintenance Supervisor differs from Street Maintenance Leadworker in that incumbents of the latter provide lead direction to a crew. This class differs from Street Maintenance Superintendent in that the incumbent of the latter is responsible for directing the field activities of the Street Maintenance Division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Schedules, assigns, and supervises staff in street, bridge, and drainage facility maintenance activities, such as, cleaning, patching, resurfacing, and repairing streets, bridges, curbs, sidewalks, gutters, street markings and traffic signs, and traffic signals and streetlights.

Selects, trains, evaluates, and recommends disciplinary and personnel actions for assigned staff.

Communicates with City departments and other agencies in regards to coordination of staff, resources, inspection and projects and plan review.

Instructs assigned crews in proper safety procedures; ensures that proper safety equipment is used and proper safety procedures are followed.

Receives, investigates, and resolves complaints from the public.

Plans and prioritizes projects; supervises and participates in the maintenance of time, material, and equipment use records; evaluates and requisitions supplies, materials and equipment as needed.

Participates in budgeting, including preparing cost estimates for budget recommendations and monitoring project expenditures.

Monitors and schedules maintenance of storm water management infrastructure.

Verifies applicable codes are adhered to in project inspection and plan review.

Reviews design plans and specifications based on area of responsibility.

Attends and participates in meetings and public events; serves as a technical expert and provides staff support to special committees and project teams; makes presentations as necessary.

Depending on assignment, calculates job estimates and manages project selection, layout and scope. May prepare bid specifications.

Depending on assignment, conducts road pavement analysis and monitors bridge repair and ADA compliance repairs.

Depending on assignment, establishes hazard notification and prepares for emergency response.

Depending on assignment, conducts testing on electrical components.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The methods, tools, requirements, operating practices, laws, regulations and applicable codes related to the maintenance of street drainage facilities, streets, bridges, concrete infrastructure, paint and sign, and traffic signals and streetlights.

The types and use of automotive, construction, and related equipment required in maintenance of street drainage facilities, streets, bridges, concrete infrastructure, paint and sign, and traffic signals and streetlights.

The hazards and safety precautions of the trade and the CAL-OSHA requirements pertaining to street and bridge maintenance work.

The principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Skill to:

Operate office and computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, train, and evaluate subordinate personnel.

Effectively plan and schedule work activities.

Communicate effectively, both orally and in writing, maintain clear and concise records, prepare reports, and correspondence.

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

Organize projects and planning, including emergency preparedness.

Plan, coordinate and schedule maintenance, repair and construction projects.

Read, evaluate, and interpret project plans, specifications, blueprints, codes and regulations.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

For assignment to street, bridge, concrete, roadway maintenance construction or roadway maintenance paint and sign: must have four (4) years of field experience which includes, one (1) year of lead or supervisory experience.

For assignment to traffic signals and streetlights: must have four (4) years of experience as an electrician in an industrial or commercial setting involving the construction, maintenance or repair of traffic signals, roadway street lighting systems, or mechanical systems, which includes one (1) year of lead or supervisory experience.

Special Requirements:

Possession at time of appointment and continued maintenance of a valid California Driver's License.

Depending on assignment, may be required to obtain and maintain additional certificates and/or license.

Note: Recruitment may be limited to a specific operational area of expertise as required by operational needs. Operational areas of expertise include, but are not limited to, those detailed below:

1. Traffic Signals and Streetlights Operations
2. Paint and Sign Operations
3. Street Operations
4. Concrete Operations

APPROVED: (Signature on File)
Personnel Services Director

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