

STREET MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise street maintenance, street repair, and related street construction operations within the Public Works Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Street Maintenance Superintendent.

Exercises direct supervision over assigned maintenance, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining and repairing streets and performing related street construction work; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the installation and repair of sidewalks, curbs, gutters, fences, paving, grading, sign installation, painting of legends, repair of streets and alleys, and the operation of various types of street maintenance and construction equipment.

Initiate work orders; inspect the work of staff; ensure maintenance work is completed in a timely and efficient manner.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the purchase of equipment and materials; monitor and control expenditure for assigned section.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

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Answer questions and provide information to the public, vendors and contractors; investigate complaints and recommend corrective action as necessary to resolve complaints.

Complete a variety of reports and forms including time and equipment records and work orders.

Inspect City streets to identify street maintenance problems.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of street maintenance, repair, and construction activities.

Equipment, tools and materials used in the repair, maintenance, and construction of streets.

Underground utilities and asphalt placement and repair.

Signs and markings repair.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances, regulations and rules.

#### Ability to:

Organize, implement and direct street maintenance, repair, and construction operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain department policies and procedures.

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Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in or inspection of streets and road reconstruction and maintenance work, including one year of lead responsibility.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree, supplemented by specialized training in construction technology and college course work in road maintenance and traffic engineering.

License or Certificate

Possession of a valid California driver's license by date of appointment

Possession of an International Municipal Signal Association (I.M.S.A.) Work Zone Safety Temporary Traffic Control Technician Certificate is required within one year appointment.

Possession of an International Municipal Signal Association (I.M.S.A.) Level I Sign & Pavement Marking Technician Certificate is required within one year appointment.

04-17-19

05-08-13

05-12-07

07-01-97

06-15-95

04-10-90

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