



CITY OF BELMONT
ADOPTED CC: AUGUST 12, 2008
MMCEA BARGAINING GROUP
FLSA: EXEMPT

Public Works Field Supervisor

DEFINITION

Under direction, plan, organize, direct, schedule and supervise work crews of assigned section (Streets, Sewer or Traffic & Lighting); to perform technically complex maintenance duties; to assure regulatory compliance and economy in all applicable programs; and to provide responsible and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This multi-position classification performs work in several functional areas and is distinguished by its core responsibility for supervising employees, programs and activities within the Public Works Maintenance Division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Services Manager.
Exercises direct supervision over staff.

EXAMPLES OF DUTIES

Depending upon assignment, essential and other important responsibilities and duties may include, but are not limited to the following:

- Schedules, assigns, coordinates, inspects and oversees the work of all employees of assigned section.
- Determines the need for maintenance work and repairs.
- Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives, and priorities.
- Investigates complaints and recommends corrective actions, develops notification letters and other public information materials.
- Supervises, train and instruct subordinates.

- Evaluates employees under his/her direction and makes recommendations in personnel matters regarding hiring or disciplinary matters; manages and approves timesheets, including overtime.
- Organizes personnel and equipment for various projects.
- Orders materials and supplies; approves orders of materials and supplies by other staff associated with program area.
- Assists in the preparation of the division budget; prepares cost estimates for maintenance and repair activities.
- Insures crews members are working in a safe and efficient manner and assists in implementing applicable training programs.
- May be required to perform various skilled and/or semi-skilled maintenance tasks including the operation of heavy equipment.
- Responsible for maintaining accurate daily work records and following up on all complaints received by citizens.
- May perform any task listed under the duties of the Senior Maintenance Worker; and serves in an on-call status during specified times to handle emergencies.

QUALIFICATIONS

Knowledge of:

Applicable federal, state, and local laws, codes and regulations.

Materials, methods, practices and equipment used in street, sewer, traffic and storm drain system maintenance and repair activities.

Occupational hazard elimination and standard safety precautions necessary in the work.

Principles of supervision, training and performance evaluation.

Principles and practices of administration, budget and personnel management.

Effective methods of record keeping and inventory control.

Ability to:

Acquire a thorough knowledge of applicable City, departmental and divisional policies and procedures.

Troubleshoot problems and determine materials and supplies required for maintenance, repair, and other projects.

Supervise, train and evaluate personnel.

Prepare and maintain accurate records and reports.

Communicate clearly and concisely, both orally and in writing.

Perform heavy physical labor.

Operate a variety of tools and light to heavy equipment safely and proficiently.

Establish and maintain effective working relationships with subordinates, other employees and the general public.

Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.

Follow problems through to resolution.

Use standard computer software.

Drive a variety of vehicles safely.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience in street, sewer or traffic & lighting maintenance, at least two of which must have been in a lead or first-line supervisory capacity.

Training:

High School Diploma or equivalent supplemented with course work in supervision, management, construction, maintenance or related field. Associate Degree desired.

Licenses or Certificates

Possession of, or ability to obtain, an appropriate, valid California Commercial driver's license

WORK ENVIRONMENT/PHYSICAL DEMANDS

Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach crawl, twist climb and lift 50 pounds; exposure to extreme noise, outdoors, inclement weather, confined work spaces, electrical hazards, chemicals, dust, toxic waste, mechanical hazards; ability to travel to different work sites.

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