



STREET MAINTENANCE SUPERVISOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position is responsible to supervise, assign and review the work of staff providing maintenance to the City's public rights-of-way including streets, storm drains, traffic painting and signing. This position oversees the City's street sweeping contract and the related parking enforcement activities. The Street Maintenance Supervisor participates in the most complex work activities assigned.

Classification Characteristics:

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

Essential Functions:

- Plan, prioritize, assign, mentor, supervise and review the work of staff involved in the paving, patching, constructing and maintenance of streets, storm drains, sidewalks, curbs, gutters and other rights-of-way.
- Plan, prioritize, assign, mentor, supervise and review the work of staff involved in the painting of streets, crosswalks, safety zones and curbs; and the maintenance, replacement and repair of street and traffic signs.
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Provide or coordinate detailed training in the areas of maintenance of public rights-of-way, use of related tools and equipment including dump trucks, backhoes, pavers, rollers and a variety of hand tools; the safe use of cones, barricades and shoring; safe traffic control techniques; and other related safety practices.
- Inspect and assess the maintenance needs of public rights-of-way and vehicle maintenance; plan and schedule work as required; estimate labor, material and equipment requirements for projects and assigned work; requisition parts, tools, equipment and materials needed.
- Read blueprints and layout plans for maintenance, repair and construction projects.
- Oversee the regular maintenance and repairs of City vehicles; coordinate transportation of vehicles to and from vendors for repairs; monitor warranty claims and recovery; develop and implement a preventative maintenance program to ensure timely services.
- Administer service contracts such as street sweeping and vehicle maintenance and repair; inspect the work of service providers to ensure compliance with contract requirements and provide direction and correction as needed.

- Estimate time, materials and equipment required for jobs; maintain records of parts and materials used; order materials as needed.
- Establish schedules and methods for providing street maintenance; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Act as a technical resource for the City in areas of maintenance of rights-a-way and vehicle maintenance; coordinate work with other divisions and departments.
- Maintain accurate and organized records of related duties.
- Participate in the preparation of the annual operating budget for Street Maintenance; forecast funds needed for staffing, equipment, materials and supplies.
- Receive and investigate service requests; determine and ensure appropriate disposition; assist in the investigation of related claims against the City.
- Respond to public inquiries and complaints relative to street and maintenance and parking enforcement
- Maintain current on the status of new and pending regulatory legislation; recommend changes to current policies and procedures in order to comply with changes; ensure compliance with applicable Federal, State and local codes, laws, rules, regulations and ordinances.
- Respond to emergency situations as necessary including assistance with traffic accidents, spills and adverse road conditions.
- Supervises support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.

Qualifications:

Knowledge of:

- Principles of supervision, training and performance evaluation.
- Methods, materials, tools and equipment used in the maintenance, repair and removal of public rights-of-way including streets, storm drains, sidewalks, curbs and gutters.
- Methods and techniques used in street striping and lettering.
- Street sign preparation and installation.
- Use of traffic control and warning signs; use of cones, barricades and other methods to ensure proper work zone safety.
- Regulations governing hazardous materials and waste and air quality.
- Principles and practices of contract administration and evaluation.
- City purchasing and supply ordering policies and procedures.
- Principles and techniques of mediation and conflict resolution.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic mathematical principles.
- Methods and techniques for recordkeeping and report preparation.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, schedule, coordinate and supervise the work of others.
- Perform the most complex maintenance and operations duties.
- Read, interpret, retrieve and produce drawings, blueprints, maps and

specifications.

- Organize and prioritize a variety of projects and multiple tasks, set priorities and meet critical deadlines.
- Assist in the development of improved work methods and procedures.
- Analyze problems, identify consequences and alternative solutions to make logical recommendations.
- Make sound independent decisions within established policies, procedural and legal guidelines.
- Principles of supervision, training and performance evaluation.
- Effectively mediate and resolve disputes.
- Communicate clearly and concisely, both orally and in writing.
- Present effective oral and written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Four years of increasingly responsible experience in street maintenance work that includes one year of lead or supervisory experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training or coursework in public works construction.

License or Certificate:

- Possession of a California Class C Driver's License.

Working Conditions:

Work in office and field environments including sustained posture in a seated position for prolonged periods of time; standing and moving around work area; some stooping, lifting and inspecting. May be exposed to inclement weather conditions. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work and field inspection. The need to lift and carry up to 50 pounds is required. Drive motorized vehicles.