

CITY OF REDWOOD CITY PUBLIC WORKS SUPERVISOR

DEFINITION

Under the general direction of a Division Head, this position plans, organizes, directs and reviews the activities of an assigned section (Water System Maintenance, Storm Drains Maintenance, Sanitary Sewer Maintenance, Customer & Support Services, Streets & Parking Lots Maintenance, Street Cleaning, Traffic Control Maintenance, Sidewalk Maintenance & Repair or Street Tree Maintenance) in the Utilities Operations and Maintenance Division, the Right-Of-Way Maintenance Division or the Administrative Support Division of the General Services Department; to supervise assigned crews; to perform technically complex maintenance duties to respond to citizens needs and inquiries; and to provide responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Division Head.

Responsibilities include direct and indirect supervision of personnel in an assigned section.

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

1. Assist in developing and implementing goals, objectives, policies and priorities for the division and assigned section.
2. Plan, direct, coordinate, supervise and review the work of crews in widely scattered locations engaged in water, street, tree, sanitary and storm sewer maintenance, repair, installation and construction.
3. Prepare requisitions for necessary equipment, material and supplies; assist in preparing equipment specifications.
4. Maintain time and materials record; prepare work reports and cost records.
5. Supervise, train and instruct subordinates.
6. Recommend and enforce safety requirements.
7. Investigate complaints and suggest corrective actions; study maintenance functions and recommend improvements; process and answer claims.

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8. Interview subordinates at various phases of work and give them specific support; discuss work progress and ascertain the amount of materials and supplies needed.
9. Prepare budget estimates and other requested reports.
10. Evaluate subordinates' work performance and prepare required reports.
11. Complete and maintain a variety of records and reports.
12. Inspect project sites to evaluate work process and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.
13. Develop notification letters and other public information materials.
14. Schedule, plan and coordinate manpower, equipment and supplies to complete designated tasks.
15. Keep abreast of and maintain knowledge and contact with the latest technology and apply to section.
16. Inspect contractors' work and verify work and billing for payment.

ADDITIONAL EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Urban Forestry

17. Enforce and administer the City's tree-related ordinances.
18. Supervise the daily operations and coordinate work activities of the City's Sidewalk Replacement Project and Tree Maintenance Program.
19. Plan, lay out, inspect and evaluate the work of contractors as assigned.

Streets. Parking Lots & Traffic Control

20. Supervise the daily operations and coordinate work activities of hired contractors' activities.

Utilities Operations & Maintenance

21. Develop and manage a preventative maintenance program for complete water, sewer or storm drain systems.

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22. Develop and administer a water conservation program that includes the identification, evaluation and promotion of water conservation measures for use by the City's water customers.
23. Overseeing the activities of staff in meter reads, customer questions and problems; working directly with the City's Cash Collection Division. Knowledge of testing, repair and maintenance of water meters.
24. Requires an understanding of the Underground Service Alert process, coordinating and providing service to other sections within the Department and City in the identification of underground utilities.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods practices and equipment used in water distribution, street, sewer, storm drain, and tree maintenance and repair activities.

Types and level of maintenance and repair activities generally performed in a water, street, drainage, sewer and tree maintenance program.

Occupational hazards and standard safety precautions necessary in the work as outlined in SB198.

Principles of supervision, training and performance evaluation.

Principles and practices of administration, budget and personnel management.

Hazards and accepted safety precautions in the construction trades.

Safe driving principles and practices.

Ability to:

Plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel.

Evaluate maintenance needs and problems; identify materials and resources required to solve problems.

Read and interpret plans and specifications, work from sketches, penciled layouts and blueprints, prepared plans for minor projects.

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Prepare and maintain a variety of records and reports.

Supervise, train, develop and evaluate subordinates.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Estimate time, materials and equipment needed to perform maintenance and repair work.

Make decisions and communicate the decision process and outcomes with subordinates and management team.

Establish a monitoring system for work accomplished, plans, goals and objectives.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate equipment used by crews to assist when necessary.

Experience and Training Guidelines:

Experience:

Three years of increasingly responsible experience in urban forestry or public works maintenance, including some lead supervisory experience.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 50 lbs.; exposure to outdoors confining work space, electrical hazards, chemicals, dust and mechanical hazards; and some ability to travel to different sites.

Licenses or Certificates:

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

ADDITIONAL JOB RELATED AND ESSENTIAL QUALIFICATIONS

Urban Forestry

Knowledge of:

All aspects of arboriculture and related practical techniques; familiarity of municipal forestry and landscaping practices; knowledge of horticultural practices.

Interaction between trees and sidewalks; mitigation methods and effects of treatments.

Basics of concrete construction and inspection procedures.

Ability to:

Plan, direct, coordinate and evaluate the work performance of contract crews.

Experience and Training Guidelines:

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized college level courses in supervision and arboriculture, forestry, horticulture, landscape architecture or a related field.

Licenses or Certificates:

Possession of qualified Applicator's Certificate is highly desirable.

Possession of Pest Control Advisor's License in categories A, B, C, E, F & G is desirable.

Possession of Certified Arborist Certificate issued by the International Society of Arboriculture.

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Streets, Parking Lots & Traffic Control

Knowledge of:

Geography of the City, including the location of pump stations, major utility systems, streets and sewer and drainage facilities.

Basic elements of civil engineering as they relate to pavement management, street and electrical maintenance and repair, traffic laws and signage and the technical aspects of materials and equipment associated with right-of-way infrastructure.

Computer technology as applied to pavement management and traffic signal operations.

Weed abatement, graffiti and right-of-way cleaning techniques.

Experience and Training Guidelines:

Training:

Equivalent to the completion of the twelfth grade preferably supplemented with specialized college level courses in supervision and construction-related subjects.

Utilities Operations & Maintenance

Knowledge of:

Geography of the City, including the location of pump stations, major utility systems, streets and sewer and drainage facilities.

Basic elements of civil engineering as they relate to water distribution, street drainage and sewer maintenance and repair.

Other types of utilities located in public right-of-ways such as electrical, TV cable, telephone, data communications.

Management and maintenance practices of creeks, channels and lagoons.

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Experience and Training Guidelines:

Training:

Equivalent to the completion of the twelfth grade preferably supplemented with specialized college level courses in supervision and construction-related subjects.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1.	SDE	9.	MAE	17.	SDE
2.	SDE	10.	MDE	18.	SDE
3.	MME	11.	SDE	19.	SDE
4.	SDE	12.	SDE	20.	OAE
5.	SDE	13.	OANE	21.	SME
6.	SDE	14.	MDE	22.	SME
7.	SAE	15.	MWE	23.	SDE
8.	SDE	16.	OAE	24.	OAE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: October, 1994

Bargaining Group: Redwood City Management Employees' Association