

CITY OF REDWOOD CITY UTILITIES FIELD SERVICES SUPERVISOR

DEFINITION

Under general direction plans, organizes, supervises, trains and evaluates the work of assigned crews engaged in maintenance, repair, installation and construction duties within the Utility Maintenance Section of the Public Works Department. Primary duties include traveling among various worksites to direct, supervise and evaluate work performed in the field. This position is distinguished from the Public Works Superintendent in that the latter is responsible for the administration and management of a large operational subdivision.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Superintendent.

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. Plans, organizes, schedules, supervises, assigns and evaluates the work of crews engaged in customer and support services, sanitary sewer maintenance, storm drains maintenance, street cleaning, water system maintenance and water resources.
2. Instructs and provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions. Conducts safety meetings with assigned crews.
3. Provides technical direction and assistance to assigned staff on complex work assignments and assists in the investigation of complaints and suggested corrective actions and recommended improvements.
4. Inspects equipment to determine work required and to evaluate performance.
5. Estimates personnel, materials and equipment requirements for assigned jobs.
6. Schedules, plans and coordinates personnel, equipment and supplies to complete designated tasks using computerized work order systems.
7. Prepares requisitions for necessary equipment, material and supplies; assists in preparing equipment specifications.
8. Evaluates subordinates' work performance and prepares required reports.

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9. Inspects project sites to evaluate work process and quality; resolves work problems; determines additional needs; assures continuous support and follow-up.
10. Develops notification letters and other public information materials.
11. Assists in developing and implementing goals, objectives, policies and priorities for assigned section.
12. Assists in the hiring of staff in assigned section.
13. Plans, coordinates, inspects and evaluates the work of contractors as assigned.
14. Develops and manages a preventative maintenance program for the water, sewer and storm systems.
15. Prepares and maintains a variety of reports, records, and programs using computer software for: timecards, worksheets, accident reports.
16. Keeps abreast of knowledge and maintain contact with the latest technology as applicable to the section.
17. Identifies, evaluates and promotes water conservation measures for use by the City's water customers.
18. Assists the Public Works Superintendent with the oversight of activities of staff in meter reading, customer questions and complaints. Works directly with the City's Cash Collection Division.
19. Assists the Public Works Superintendent with oversight of activities of water sample scheduling, collection and data entry, and responds to water quality complaints and inquiries from the public.
20. Assists the Public Works Superintendent with oversight of staff working with the recycled water system with regard to reporting, customer outreach and enforcement of Federal, State and local rules and regulations.
21. Oversees and assigns staff in the activity of utility locating (USA).
22. Develops and manages a preventative maintenance program for complete water, sewer or storm drain systems.
23. 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.
24. Perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods, practices, types and level of maintenance and repair activities and equipment used in water distribution, street, sewer, and storm drain

Safety practices and procedures, including occupational hazards and standard safety precautions necessary in the work as outlined in SB198.

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

Water distribution systems, sewer maintenance and repair and pump stations. Technical aspects of materials and equipment associated with the water, sewer and storm drain infrastructure.

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

Management and maintenance practices of creeks, channels and lagoons.

Principles and practices of supervision, training and performance evaluation and budgeting.

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

Hazards and accepted safety precautions in the construction trades.

Equipment records keeping and preventative maintenance, including their application with various computerized software.

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.

Prepare and maintain a variety of records and reports using computer software.

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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:

Four years of increasingly responsible experience in public works maintenance, including some lead supervisory experience.

Training:

Equivalent to completion of the 12th grade supplemented by specialized college level courses, industry related training or certificate programs that relate to the operation, maintenance and construction of water, sewer or storm systems, project management, and supervision of staff or a related field.

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

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

Wastewater:

Possession and maintenance of a valid Grade 2 Collections System Maintenance certificate issued by the California Water Environment Association (CWEA) at time of appointment. Possession of, or ability to obtain and maintain, a CWEA Grade 3 Collections System Maintenance Certificate within 12 months of appointment.

Water:

Possession and maintenance of a valid Grade 3 Water Distribution certificate issued by the California Department of Public Health (CDPH) at time of appointment. Possession of, or ability to obtain and maintain, a CDPH Grade 4 Water Distribution Operator Certificate within 12 months of appointment. For positions assigned to the Water Resources Section possession of, or ability to obtain and maintain a Grade 2 Water Distribution Certificate within 12 months of appointment.

Effective Date: October, 1994

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Status: Classified / FLSA Exempt

Bargaining Group: Redwood City Management Employees' Association