

PUBLIC WORKS STREET MAINTENANCE SUPERVISOR

FLSA Status – Exempt
EEO Code – C/Technicians
Class Code – M350

GENERAL DESCRIPTION OF DUTIES

This position supervises street maintenance crews in the Public Works Division and performs advanced, journey-level activities involved in maintaining streets, storm drainage systems, parking lots, rights of way, and street trees.

SUPERVISION RECEIVED

This position receives direction from the Public Works Superintendent.

SUPERVISION EXERCISED

This position provides full supervision of street maintenance crews in the Public Works Division.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Field supervises assigned staff (regular and seasonal), including planning, organizing, directing, and participating in work activities. Hires, trains, sets performance goals, conducts formal performance evaluations, and disciplines Street Maintenance staff.
2. Field supervises in-house and contract maintenance activities in conjunction with Division work plans. Oversees and monitors the work performed by crews and provides training, technical assistance, troubleshooting, on-site coaching, and performance feedback as needed.
3. Develops and maintains various maintenance activity records including, but not limited to logs, work orders, maps, and photographs. Maintains computerized records regarding the status of work projects and prepares reports regarding the status of work activities.
4. Instructs crews regarding the appropriate use of materials, methods, tools, and equipment and ensures compliance with safety rules and practices. Conducts on-site safety meetings to ensure that work zone safety practices are enforced.
5. Maintains records on pesticide use and submits regulatory reports as required.
6. Fosters and maintains excellent public relations, by assuring that public inquiries are responded to promptly.

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7. Assists in preparing contracts and bid documents as needed for storm drainage systems and street maintenance projects and activities; and administers contracts according to specifications, including monitoring and inspecting contracted work on projects related to street operations or projects.
8. Assists in preparing the Division budget. Assists in scoping street preservation and maintenance projects. Assists in development and capital project plan reviews.
9. Prepares reports, memorandums, and correspondence regarding street maintenance programs.
10. Performs preventative inspections and evaluations of sites and equipment to prevent potential problems and ensure the quality of completed street maintenance projects. Manages the City's pavement maintenance program which includes evaluation of roadways, pertinent maintenance strategies, and implementation in a systematic manner.
11. Facilitates and implements street tree program, makes recommendations on plantings and removals.
12. Performs work in accordance with all federal, state, and City employment and safety laws, rules, and standards.
13. Performs a variety of tasks similar to those performed by the crew. Operates light and medium equipment as necessary.

OTHER JOB FUNCTIONS

1. Responds to emergencies involving collection systems, storm drainage systems, streets, and park maintenance.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Acts in the capacity of the Public Works Superintendent as assigned for limited absences.
4. Assists other sections of the Public Works Division as well as City-wide support as directed.

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5. Participates in and conducts work place accident investigations and reviews as necessary.
6. Procures through approved purchasing processes, necessary operating materials, supplies, and contract services.
7. Serves as City representative to various committees.
8. Performs other duties as assigned.

WORK QUALIFICATIONS

Knowledge:

- Knowledge of the principles and practices of supervision;
- Knowledge of strategies to monitor public works contracts;
- Knowledge of the methods, materials, equipment, procedures, and practices used in maintaining City streets and drainage systems and rights of way;;
- Knowledge of potential hazards and appropriate safety precautions related to assigned work;
- Knowledge of equipment maintenance and repair for street maintenance; and
- Knowledge of federal, State, city laws, ordinances and regulations related to program area.

Skills:

- Skill in supervising staff, coordinating the work of other personnel, and evaluating work outcomes for compliance and effectiveness;
- Skill in training staff, providing instructions and direction, coaching, and giving both written and oral performance feedback;
- Skill in the safe operation equipment used in street and storm drain maintenance;
- Skill in communicating effectively with others, both in writing and orally, and including situations involving angry and frustrated citizens.

Abilities

- Ability to follow established procedures in budget preparation;
- Ability to develop and implement goals, objectives, practices, procedures, and work standards;
- Ability to organize, implement, and direct street and related maintenance operations activities;

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- Ability to identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solutions;
- Ability to make sound independent decisions within established policy and procedural guidelines;
- Ability to operate a computer with word processing, spreadsheet, and maintenance management software;
- Ability to read blueprints, maps, and other specifications required for street related projects;
- Ability to resolve conflicts with members of the public and ensure effective teamwork among the crew;
- Ability to work in confined spaces; and
- Ability to establish and maintain effective working relationships with others.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of Public Works Street Maintenance Supervisor is qualifying. A typical way to qualify would include five years of increasingly responsible experience in a public works street maintenance program with experience as a supervisor or crew leader, and specialized training in street maintenance is required.

SPECIAL REQUIREMENTS

The Public Works Street Maintenance Supervisor is required to have a valid Class B Oregon CDL, CPR/First Aid card, Traffic Control certificate and an Oregon Public Pesticide Applicator's license is required within 1 year of appointment.

PHYSICAL AND MENTAL REQUIREMENTS

This position is required to use problem solving and decision-making, interpersonal skills, teamwork, creativity, customer service, English, training, and limited supervision, limited negotiation, discretion, basic math, and independent judgment. The Public Works Street Maintenance Supervisor must be able to push, lift, pull, and carry up to 100 pounds. Standing, walking, stooping, communicating, reaching, feeling, repetitive motions, sitting, bending, kneeling, and hearing are required. Duties require the occasional use of hand tools, chainsaws, shovels, and operation of light, medium, and heavy equipment. This position may be required to respond to emergency calls after normal work hours and on weekends and holidays. Reasonable accommodation will be made to otherwise qualified individuals with disabilities who have known limitations.

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WORKING CONDITIONS

The work takes place in the shop or office, where the noise level is somewhat higher than a typical office environment, and outdoors at project sites. Outside work includes exposure to all weather conditions and typical hazards associated with public works projects. Must be able to work in confined spaces and use appropriate safety precautions required for working around hazardous materials.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Date Established: 10/94
Date Revised: 12/99
Date Revised: 05/01
Date Revised: 03/06
Date Revised: 09/14