



## CITY OF CAMARILLO

**Public Works Maintenance Supervisor**

**Job Code: 818**

**FLSA: Non-Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Supervises, assigns, reviews, and participates in the work of staff and contract staff responsible for performing a variety of semi-skilled and skilled tasks in the construction, maintenance and servicing of City streets, sidewalks, curbs and gutters, landscapes, irrigation systems, traffic systems, signs, and related equipment; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff and contract staff responsible for performing a variety of semi-skilled and skilled tasks in the construction, maintenance and servicing of City streets, sidewalks, curbs and gutters, landscapes, irrigation systems, traffic systems, signs, and related equipment.
2. Establishes work plans, schedules and methods for providing and tracking public works maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; ensures efficient, timely and safe completion of projects.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of assigned public works maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the assigned program budget; submits budget recommendations; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
6. Writes contract specifications for assigned construction and maintenance projects; requests bid estimates; assists in budget preparation and equipment and materials estimates; reviews blueprints and contracts for compliance with City policies and procedures; analyzes costs of projects and proposes/recommends changes in methods, materials or equipment to maximize efficient use of labor, materials and water; monitors contracts for compliance; approves contract expenditures; meets with contractors for work evaluation.

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7. Prepares bid specifications for maintenance services and reviews equipment specifications; recommends and/or initiates purchase of necessary equipment.
8. Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City regulations, policies, and operating procedures and practices; identifies problem areas and directs remedial action.
9. Evaluates City landscape for proper irrigation, pest or disease problems and hazardous conditions; performs operational tests of irrigation systems; coordinates the City's street tree program including the tree trimming maintenance program; selects tree species; diagnoses tree problems and diseases; recommends planting and removal of trees; inspects spraying of weeds, trees and shrubs.
10. Supervises, coordinates, and inspects the work of crews in the maintenance work plan and repair of City streets, curbs and gutters, storm drains, right-of-ways, street painting, street signs and traffic signals; ensures efficient, timely, and safe completion of projects.
11. Maintains an inventory of supplies necessary for efficient operations; ensures necessary material, supplies, and equipment are available through inventory management.
12. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other City staff in resolving complaints.
13. Maintains records concerning operations and programs; prepares reports on operations and activities.
14. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works maintenance and construction; incorporates new developments as appropriate into programs.
15. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of assigned maintenance, construction, and repair work.

Advanced methods and techniques of general construction, maintenance, and repair related to the area of work assigned.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Principles of supervision, training, and performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Proper procedures used in the maintenance and repair of hand and power tools.

Tree care, pruning, and removal principles and practices.

Advanced materials, methods, terminology, and tools used in the maintenance and repair of streets, sidewalks, curbs, and related systems.

Advanced landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals.

Advanced methods and techniques of irrigation systems installation and maintenance.

Advanced principles and practices used in the installation and repair of traffic signs.

City rules, codes and regulations relating to landscape and irrigation maintenance and repair.

Traffic laws, ordinances and regulations relating to the operation of assigned equipment.  
Occupational hazards and standard safety practices.  
Principles and practices of customer service.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Modern office procedures, methods, and equipment including computers.  
Computer applications such as word processing, spreadsheets, and statistical databases.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Coordinate and direct the construction, maintenance and servicing of City streets, lands, irrigation and traffic systems, signs, and related equipment.  
Supervise, organize, and review the work of assigned staff involved in public works construction, maintenance, and repair.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies, and procedures for providing public works construction, maintenance, and repair activities for assigned areas.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring, and pneumatic diagrams.  
Respond to emergency situations, including those outside of normal working hours, and determine an effective course of action.  
Prepare clear and concise reports.  
Participate in the preparation and administration of assigned budgets.  
Utilize public relations techniques responding to inquiries and complaints.  
Ensure adherence to safe work practices and procedures.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective professional working relationships with those contacted in the course of work.

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

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Five years increasingly responsible experience in the maintenance and repair of street, landscape, and irrigation maintenance including two years of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an office and field environments with some travel to different sites and locations; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field and office environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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*Johnson & Associates*