



PUBLIC WORKS SUPERVISOR Classification Specification Non-Represented Management

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction of the City Manager or designee, the Public Works Supervisor is responsible for the direct supervision of Maintenance Crew Supervisors and the indirect supervision of Public Works field staff responsible for Public Works, Water and Wastewater activities including: maintaining the City's streets; traffic control and equipment; water distribution; production; pipeline maintenance; meter services; water quality control; wastewater collection and storm drain conveyance systems; and the warehouse and water storage facilities. The Public Works Supervisor coordinates Department activities with other City divisions, departments and outside agencies; assigns work activities, projects and programs; monitors work flow, reviews and evaluates work product, and assigned staff; provides responsible and complex staff support to the City Manager; and performs other related and peripheral duties as necessary.

DISTINGUISHING CHARACTERISTICS:

The **Public Works Supervisor** is a Non-Represented, Management Classification. The position is responsible for assisting with the overall administration of the City's streets maintenance and Water District responsibilities. This single position classification is distinguished from lower maintenance classifications by the performance of supervisory duties on a division-wide basis and by the degree of complexity of assigned projects. The Public Works Supervisor is a Management classification possessing the ability to perform analytical, administrative and organizational assignments; and may formulate policy and procedural recommendations as required. This position may also supervise clerical and technical staff as necessary.

ESSENTIAL FUNCTIONS: *(The following is a list of typical duties assigned to the Public Works Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.)*

The Public Works Supervisor, through the utilization of the Maintenance Crew Supervisors:

- Recommend, implement and adhere to policies, procedures, rules, and regulations.



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- Oversee, participate and monitor the development of the Public Works Department budget.
- Participate in the forecast of necessary funds for staffing, materials and supplies.
- Direct, oversee, and participate in the development of the Department's work plan, and streets maintenance and water projects.
- Conduct field inspections to assure compliance; reviews and resolves related issues.
- Oversee staff; and assign and/or delegate work to staff for active projects and programs; and monitor work and its outcomes.
- Responsible for oversight of Public Works responsibilities including: Oversee staff performing tasks in the repairing and patching of streets, including hot and cold asphalt applications, road and shoulder grading maintenance programs, landscape maintenance activities along rights-of way, painting of legends and street striping, maintenance of street signs and traffic control devices. Responsible for the supervision of activities, operations, installations, maintenance repairs and services of the Water Division comprised of water distribution; pipeline maintenance; meter services, water quality control, wastewater collection and storm drain conveyance systems.
- Review water and sewer master plans, standards, specifications, and other documents and recommends changes and corrections as needed; read and work from maps, blueprints and sketches; draw maps and record measurements.
- Oversee, review, evaluate and process service request work orders; monitor and coordinate jobs; and sign and approve completion.
- Review and evaluate work project methods, techniques and identifies alternatives and solutions; project consequences of proposed actions and implement recommendations in support of goals and objectives.
- Identify opportunities of improvement and implement changes to standard operating procedures to enhance services.
- Identify and resolve staff and work project needs.
- Serve as a resource for the Public Works Department; assist in the coordination of work activities with other staff, divisions, departments, and outside organizations, agencies, vendors and contractors.
- Provide information and resources to City officials, staff, outside organizations, and members of the general public as appropriate.



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- Meet regularly with assigned staff, and Public Works Superintendent, Senior Management and City Manager to review goals and work project outcomes.
- Maintain appropriate work records and documents which include purchase orders, bid documentation, contracts, insurance records, purchasing reports, proposals, and other documentation.
- Prepare written reports and work project analysis as necessary and required.
- Monitor the condition of the City's infrastructure related to all City assets and responsibilities, including: streets; sidewalks; curbs; gutters; equipment and equipment for maintenance; repair and/or replacement; waterlines; sewer lines; storm water facilities; warehouse inventory and delivery methods; equipment and related facilities for maintenance repair and replacement.
- Maintain operational and organizational records relating to the activities of the Public Works Department.
- Participate in the recruitment, selection, training and evaluation programs for all Public Works personnel under their direction.
- Initiate employee disciplinary actions and/or termination as necessary and prescribed by the City's established guidelines and Personnel Rules and Regulations.
- Actively and cooperatively participate in the Department and City's comprehensive employee mentoring and training program for the proper use of tools and safety procedures.
- Schedule and provide general supervision for assigned staff in the operation and maintenance of designated work.
- Stay informed on current and long-range trends in the field of public works and streets maintenance, water quality, distribution, production, and operations by attending seminars, workshops, professional meetings and reading related field publications.
- Respond to questions and concerns from the general public; provides needed customer service and information as appropriate and resolves maintenance service complaints.
- Review for completeness, approves and timely submits to appropriate division for processing, assigned staff timesheets and other employee leave requests.
- Communicate clearly and concisely, both verbally and in writing.
- Ensure that employee accountability is prioritized and that all employee evaluations are done in a timely manner.



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- Participate in the City's After Hours On-Call and Surveillance Program as required.
- Participate in the City's Adjusted Work Schedule Program as required.
- This position may be required to work weekends, evenings, and holidays.
- Participate in emergency situations; coordinate emergency and special assignments with other City departments and divisions.
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of supervisory experience in the following areas: street maintenance; construction project management; water system operations, maintenance or administration, and a High School diploma or GED supplemented by continuing education course work in public works maintenance and supervision, water system operations or administration, or related subjects.

License/Certificate:

- Possession of, or ability to obtain, a valid Class "C" California driver's license.
- Possession of a Traffic Signal Maintenance Level I Certification within one year of appointment.
- Possession of, or ability to obtain, a Grade 1 Water Treatment Operator Certificate and Grade 2 Water Distribution Operator Certificate, per the State Water Resources Control Board, within one year of appointment.



KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of work project/program development and administration; methods and techniques of employee supervision, training and motivation; construction materials, operation and maintenance techniques, and light and heavy motorized and manually operated equipment used in public works and streets maintenance activities; applicable Federal, State, and local laws, codes and regulations; methods and techniques for report preparation, writing and record keeping; modern office equipment including a computer and applicable software, and other automated mechanisms while performing prescribed duties. Knowledge of practices, methods, equipment and materials used in the day-to-day maintenance and repair for all streets maintenance jobs; occupational hazards and standard safety practices, including traffic control; operational characteristics of standard, heavy and light duty maintenance tools and equipment.

Skill to:

Operate an office computer and applicable software applications as required; operate a handheld two-way radio; operate and maintain a variety of types of equipment, tools and machinery used on assigned work projects.

Ability to:

Lead, teach, mentor and train assigned staff; plan, organize, direct and evaluate the work of assigned staff; prepare and assist with Department budget with multiple funding sources; analyze and evaluate new and existing service delivery methods and standard operating procedures; communicate clearly and concisely, both verbally and in writing; promote and enforce safe work practices; operate various equipment used in maintenance, repair and construction activities; perform skilled and semi-skilled tasks in the construction and maintenance of public works streets maintenance; understand and follow instruction and directives; communicate clearly and concisely, both verbally and in writing; perform a variety of heavy manual tasks; work independently and with staff; establish and maintain effective working relationships.



WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

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