CLASS SPECIFICATION
Public Works Supervisor I

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, schedules, coordinates, assigns and inspects the work of skilled and semi-skilled personnel engaged in the construction, maintenance and repair of the City's public works infrastructure, including streets, curbs, gutters, sidewalks, bridges, and storm water and wastewater collection systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level and first-line supervisor class in the City's public works field maintenance series. With direction from a higher-level supervisor, incumbents of this class are responsible for planning, scheduling, supervising and inspecting the work of skilled and semi-skilled personnel engaged in the construction, maintenance, repair and servicing of streets, curbs, gutters, sidewalks, and storm water and wastewater collection systems and facilities. This class is distinguished from Public Works Supervisor II in that incumbents are responsible for fewer crews and personnel and the II level has greater responsibility for planning and budgeting of the assigned division's programs and activities. The primary emphasis of this class is on field supervision of assigned crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; participates in developing and monitoring performance against the biennial division budget; participates in developing and implementing plans, policies, systems and procedures applicable to unit responsibilities.

2. Supervises and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.

3. Schedules, supervises and inspects the work of skilled and semi-skilled personnel engaged in the construction, maintenance and repair of public works systems and facilities, such as streets, curbs, gutters, sidewalks, bridges, and storm water and wastewater collection systems.

4. Participates in the development and implementation of short- and long-term plans and specifications for projected projects.

5. Inspects transportation and public works facilities for needed maintenance and repairs.

6. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
7. Coordinates the work of the unit with other staff, divisions, bureaus and agencies.
8. Responds to citizen complaints or inquiries by phone or in person.
9. Ensures compliance of the unit's activities to pertinent codes, regulations and guidelines.
10. Inspects the work of City personnel and contractors to ensure compliance with City policies, guidelines, specifications, standards and contract provisions.
11. Provides technical assistance to staff.
12. Responsible for carrying out the City's safety program for the division; ensures assigned personnel follow safety practices in work methods and procedures; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.
13. Maintains and updates written manuals and instructions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the construction, maintenance and operation of municipal public works facilities.
2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of effective human resource management and supervision.
4. City personnel policies and labor contract provisions.
5. Safe work practices and safety equipment related to the work.
6. Computer software applications related to the work.

Ability to:

1. Organize, supervise, assign, inspect and evaluate the work of others.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Develop and implement work standards.
4. Prepare clear and concise records, reports, correspondence and other written materials.
5. Exercise independent judgment and initiative within established guidelines.
6. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and three years of journey-level experience in the construction and maintenance of public works facilities common to a large municipality; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1052 ASSISTANT TRADES SUPERVISOR Adopted: 07-01-92

June 2009 - Change Job Class number from 7552 to 30000629, due to system change.