



## JOB DESCRIPTION

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# **STREET MAINTENANCE SUPERVISOR**

## **DEFINITION**

Under general supervision, supervises street maintenance personnel.

## **CLASS CHARACTERISTICS**

This position performs routine supervision and schedules work crews. Also performs routine and moderately difficult work under the technical supervision of an engineer.

## **EXAMPLES OF DUTIES**

Depending on assignment duties may include, but are not limited to, the following:

1. Supervises a crew engaged in performing maintenance functions for City streets and facilities; coordinates equipment rental for special projects by City crews; orders supplies and material as required; prepares equipment specifications for equipment purchased by City. Perform administrative duties as required to administer street division of the Public Works Department.
2. Answers emergency calls from the public and other agencies taking appropriate action, such as placing barricades, removing fallen trees and limbs, replacing street signs and emergency patching of streets or flood control facilities.
3. Inspects road, flood control, parks, and construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete landscaping, enforces compliance with contract plans and specifications; computes contractor work in progress; interprets and coordinates contract provisions with contractor; reviews construction activity for safe operations.
4. Performs various construction functions such as erection of concrete forms and falsework, placement and fabrication of structural steel, reinforcing steel and fencing, and placement, consolidation, and curing of concrete. Maintenance of storm drains, culverts, flood control channels, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulates correction and repairs necessary before final acceptance is made; ensures proper placement and maintenance of signs, barricades and warning devices.
5. Coordinates maintenance activities with other City departments; assists in writing and developing maintenance specifications for maintenance operations.
6. Without additional compensation, employees shall perform such additional acts or duties as the City Manager shall assign.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include two years of college level training in engineering construction, public works, or a related field, and four years of sub-professional engineering or journey level public works to



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heavy construction experience including some construction inspection experience. Additional experience may be substituted for the educational requirements at the rate of one month of experience for three semester units.

### Knowledge, Skills and Abilities

Considerable knowledge of principles, methods, materials, equipment, and safety hazards of construction; applicable laws, regulations, codes, and departmental policies governing the construction of public works projects. Some knowledge of mathematics including algebra, geometry and trigonometry; technical reports writing and preparation of correspondence; principles and practices of supervision and training. Ability to maintain cooperative working relationships with engineers, developers, contractors, and the public; exercise independent judgment; inspect routine and moderately difficult construction and enforce compliance with plans, specifications, ordinances, and codes; read and interpret engineering plans, blueprints and specifications, records of survey, legal descriptions and tract descriptions; prepare clearly written correspondence and technical reports involving mathematical computations; use City-approved means of transportation to travel to work sites; establish and maintain cooperative working relationships; supervise the work of other.

### SPECIAL REQUIREMENTS

Possession of or ability to obtain, an appropriate California Driver's License and a satisfactory driving record.

### WORKING CONDITIONS

Incumbents must be able to perform tasks related to maintenance and construction work which may include lifting objects weighing 50 pounds or more; moderate exposure to dust, temperature, noise, and inclement weather; occasional exposure to hazardous work construction.

### ESSENTIAL ELEMENTS

#### Aptitudes

Eye/hand coordination, hearing/listening and smelling.

#### Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, lifting (over 50 pounds), touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

#### Mental Requirements

Reading and writing - simple, memorization, analyzing, math skills, judgment, and decision making.

#### Work Environment

Works alone, with others, and around others, verbal contact with others, face-to-face contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

#### Equipment

Telephone, calculator and maintenance tool equipment.