

## CITY OF CARSON

**Title:** SUPERVISOR - PUBLIC WORKS MAINTENANCE

**Job Summary:**

Under direction, to manage the work of crews engaged in the maintenance of improvements in the public rights-of-way.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, staffs, directs, and controls specified activities involving the cleaning, repair and marking of streets, and general servicing of sewers, storm drains and related capital improvements in the public right-of-way.
2. Schedules and assigns crews, and establishes work priorities.
3. Inspects work assignments to assure satisfactory completion.
4. Determines requirements for and maintains inventory of supplies and materials.
5. Assists in preparation of specifications for equipment; Monitors the care and control of equipment and tools.
6. Supervises, trains, and evaluates personnel.
7. Observes and enforces safety regulations.
8. Maintains records and prepares reports on equipment utilization and status of projects.
9. Assists in budget preparation and monitors budget expenditures in specified areas.
10. Reviews service requests arranging for appropriate action.
11. Responds to public inquiries and complaints.
12. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
13. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Any combination equivalent to graduation from high school or trade school and approximately six (6) years of full time paid experience performing general public works maintenance, including three years of supervisory experience.

**Knowledge of:**

- Principles of supervision and training.
- Basic record keeping.
- Inventory control, and ordering of supplies.
- Methods, materials, tools and equipment used in the maintenance and improvement of public works projects.

**Knowledge of:**

- . Operation and maintenance of equipment used in maintenance activities.
- . Construction blueprints, read and interpret and assign crews to carry-out.
- . Provisions of the California Vehicle Code applying to the operation of vehicles on the highway.
- . Safety and safe work practices, including hazardous material responses, etc.

**Skill and Ability to:**

- . Supervise and train personnel.
- . Estimate costs and material needs of work projects.
- . Prepare budget estimates.
- . Maintain records.
- . Make oral and written reports on work activity.
- . Operate equipment employed in general maintenance work with skill and safety and make minor repairs.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationships with others.

**License and Certificate:**

Possession of the appropriate valid California driver's license and must be insurable by the City's insurance carrier.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . May be required to work in inclement weather without effective protection from sun, cold and rain.
- . May be required to work around loud noise.
- . May be required to work around moving mechanical parts.
- . May be required to work around electrical current.
- . May be required to use personal vehicle in the course of employment.
- . May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.