



STREET AND SEWER SUPERVISOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are 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, plans, coordinates, and supervises lead workers and their crews in the street and sewer division in the maintenance and repair of streets, street lights, traffic signals, sewers, storm drains, sidewalks, curbs, and gutters; implements maintenance policies and procedures; outlines, assigns, and determines work projects; ensures safe work practices; acts as the Streets, Storm Drains & Sewer Divisions Manager in his/her absence; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Street and Sewer Supervisor is the full supervisory class assigned to direct the daily operations of a major Street and Sewer Maintenance Division. Positions within this class serve as supervisors for all street, street lights, traffic signals, sewer collection system and storm drain related construction and maintenance projects, inspecting, evaluating, and approving completion of assignments by assigned street and sewer maintenance work crews. This classification is distinguished from the next higher classification of Streets, Storm Drains & Sewer Divisions Manager in that the latter has overall responsibility for the administration and management of all of the Streets and Sewer Division maintenance operations.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Streets, Storm Drains & Sewer Divisions Manager. Exercises supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises, inspects, and participates in the day-to-day work of crews engaged in the assigned maintenance activities, including the construction, maintenance, or repair of curbs, gutters, sidewalks, storm drains and sewer lines, regulatory signs, street striping and lettering, and street sweeping; outlines unusual work assignments and special projects according to general instructions; coordinates and provides liaison to contractors; inspects completed work.
- Coordinates and collaborates with the Streets, Storm Drains & Sewer Divisions Manager, lead-workers and maintenance workers to address the changing needs and priorities and meet the departmental goals; participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved;; assists in assessing current and long-range goals and objectives.
- Participates in the selection and training of Street and Sewer Division personnel; assumes responsibility for motivating and evaluating assigned personnel; provides or arranges for necessary training; recommends discipline procedures as is appropriate.
- Provides input and participates in the development of the Street and Sewer Division budget as assigned; prepares reports; monitors assigned activities' budgets on a weekly basis; oversees and

maintains the inventory, maintenance and operating condition of departmental tools, equipment and supplies; requisitions and orders needed materials, parts and equipment.

- Supervises, reviews and prepares computerized and manual records and reports concerning work performed and materials used.
- Prepares, organizes and updates work plans for the maintenance of streets and sewer infrastructure systems, including the purchase of supplies, materials, and equipment needed to complete projects.
- Develops and tracks maintenance work orders and work status and takes corrective action if goals are not met.
- Keeps records, prepares and submits compliance reports for state and local agencies, SFRWQCB (San Francisco Regional Water Quality Control Board), CIWQS (California Integrated Water Quality System), MRP (Municipal Regional Permit) and WDR (Wastewater Discharger Requirements).
- Develops, tracks and monitors work programs to meet new state, federal and regional requirements.
- Assigns, gives instructions to and inspects the work of crews engaged in the repair and maintenance of streets, sewers and storm drains.
- Lays out work for crews; determines the need for maintenance work and repairs; investigates and resolves complaints.
- Performs such work and participates in construction and repair projects; inspects installation of street and sewer facilities by contractors.
- Clearly and concisely explains city policies and rules to citizens.
- Responds to emergency calls outside normal hours as required.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Works cooperatively with Engineering Division to provide information and input for CIP projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment, and supplies weighing 90 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards.

The nature of the work also requires the incumbent to use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent is required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 Street and Sewer Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in construction and repair of streets and sewers in a lead or supervisory capacity, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid class C California driver's license, and a class B California driver's license or the ability to obtain this license within six months of hire. Possession of a Grade 3 Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association is required and a Grade 4 certificate is required within one year of appointment.

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

Knowledge of:

Methods, materials, and equipment used in street, sewer, storm drain, curb, and gutter repairs and construction; traffic control techniques; safety orders and safe work practices related to the street system construction and maintenance work; principles and practices of supervision; applicable federal, state and local laws, codes, and regulations, methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards).

Ability to:

Supervise and direct the assigned maintenance operations and activities of the Street and Sewer Division in the Public Works Department; plan, organize and direct the work of subordinate staff in street, sewer, storm drain, curb, and gutter repairs and construction maintenance activities; inspect projects and determine the adequacy of work performed; read, write and follow instructions and read engineering diagrams and specifications, maintain accurate records; prepare reports; provide training and guidance to construction and maintenance staff; supervise, train, motivate, and evaluate assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; analyze situations accurately and adopt an effective course of action; work

independently and as part of a team; meet the public in situations requiring diplomacy and tact; prepare contract documents and specifications; maintain accurate records; prepare and present reports; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools, and materials; operate an office computer; input work order data in the database correctly; manipulate SCADA system to respond to and acknowledge alarms.

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STREET & SEWER SUPERVISOR
AFSCME 829 MAINTENANCE UNIT
NON-EXEMPT
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