

**City of San Juan Bautista
Position Description**

Public Works Supervisor

Full-time, 40 Hr. Week

Permanent Employee

Non Exempt Classification – Overtime provided per Municipal Personnel Policies

General Description of Function & Purpose:

Under general supervision of the City Manager, the Public Works Supervisor performs a variety of skilled and semi-skilled work supervising the daily operations of the Public Works department. Tasks may include, but are not limited to, scheduling, direct supervision of employees, evaluation of city streets and facilities, review and evaluation of work performed, and maintaining records and logs of work performed as needed.

Supervision Exercised:

This position provides supervision over Public Works Maintenance staff, and performs other duties as necessary.

Specific Examples of Duties & Responsibilities:

- Plan, organize and direct the operations and activities of the Public Works maintenance effort.
- Handle and resolve complaints from the public concerning departmental activities.
- Order supplies and services from suppliers.
- Prepare preliminary budget for both operational and capital expenditures for the Public Works Department.
- Make recommendations for improvement and repair of streets, storm drains, sanitary sewers, and water conveyance system.
- Periodically inspect public works-related structures for deficiencies, and recommend corrective action and priorities of work.
- Direct the maintenance and repair of building, equipment and vehicles, including the development of preventative maintenance schedules.
- Direct the installation and maintenance of work safety measures.
- Direct and oversee the operations and housekeeping of the Corporation Yard facilities.
- Oversee the department's training and safety programs.
- Prepare formal work schedule for Public Works Department employees. Prioritize the work schedule and assign personnel as necessary.
- Insure that an adequate inventory of materials, supplies, parts and equipment for the Department work program is available at all times.
- Interpret technical reports.
- Promote and maintain safety in the workplace.

- Prioritize the functions of the City corporation yard activities, make appropriate recommendations in the operation of the facility, and implement necessary rules and procedures.
- Perform related duties as assigned.

Job Related and Essential Qualifications

Knowledge of –

- Principles of leadership and supervision.
- Materials, methods, tools and equipment used in construction, operation and maintenance of street systems, storm drains, traffic control, water system repair and operation, sanitary sewer collection system, and the typical operations in maintaining and operating various pump stations and associated equipment.
- Maintenance principals, practices, tools, equipment, and materials for maintaining and repairing a variety of facilities, streets and equipment, as found in the City.
- Basic safety practices related to the work, including the handling of hazardous materials.
- Safety principles and the ability to establish and implement safety programs in accordance with established or mandated procedures.

Ability to –

- Plan, organize, prioritize, assign and supervise the work of construction and maintenance crews.
- Safely operate and maintain a variety of small and large hand and power tools, including some large heavy-duty vehicles and equipment.
- Work as a team member with other City departments.
- Establish and maintain a cooperative working relationship with those contacted in the normal course of work.

Minimum Qualifications

Education and Training

Education equivalent to graduation from High School.
AA/AS Degree at a minimum highly desired.

Experience

A minimum of six months experience in a related field.

Licenses and/or Certifications

Possession of a valid California driver's license issued by the Department of Motor Vehicles.

Additional qualifications in the areas of water and sewer treatment operations in terms of certifications by the supervising state agencies is desirable and will be utilized in the selection process.

Working Conditions

- Must be available for emergency call-out, as required.
- Must be willing to work outdoors, in all types of weather conditions.

Physical Demands

Job requirements are mostly administrative and supervisory in nature, but incumbent should possess strength, stamina, and mobility to perform light physical work, use hand and power tools, drive a motor vehicle and/or operate heavy equipment, read printed materials, and have hearing and speech capable of communication over the radio or telephone.

I have received a copy of this job description.

_____ **Date**

_____ **Signature**