



Department: Public Works
Prepared By: Jeff Tedder

FLSA Status: Exempt
Prepared Date: Feb 16, 2018

JOB TITLE: Public Works Supervisor

SUMMARY:

Under general direction, oversees Public Works field operations, including operation and maintenance of streets, water distribution system, wastewater collection system, parks, and facilities maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Supervises Public Works Lead Worker, Equipment Operator and Maintenance Worker I/II staff.
- Conducts and/or coordinates safety, technical, and certification training for Public Works employees.
- Maintains Public Works training logs and records.
- Participates in the selection and hiring of Public Works employees.
- Motivates and evaluates Public Works employees.
- Organizes and assigns daily and weekly work activities and monitors workflow.
- Provides technical assistance to Public Works field crews.
- Develops, plans, and implements Public Works field operations goals and objectives.
- Prepares the Public Works after hours call-out schedule (quarterly).
- Prepares the Public Works field operations report (quarterly).
- Prepares procurement requests and obtains equipment, materials, tools, and other supplies.
- Reconciles and codes vendor invoices for payment (weekly).
- Participates in Public Works and capital improvement budget preparation and monitoring.
- Reviews plans and specifications for subdivision improvements, Public Works projects, public and private utility projects, grading and drainage, and other new or proposed construction projects for compliance with City construction standards and good Public Works practice.
- Conducts periodic site reviews of construction projects.
- Prepares cost estimates for selected projects, including those performed by Public Works employees.
- Performs contract administration and inspection coordination of selected construction projects.
- Researches and prepares technical and administrative reports and studies.



- Prepares Fire Hydrant Meter Use Agreements for construction projects.
- Schedules rental of City park facilities and athletic fields.
- Coordinates contracts with City of Redding Parks and Recreation Department and prepares the Gateway Unified School District Facility Use Agreement for conducting Shasta Lake Summer Camp activities.
- Reviews and updates the Hazardous Materials Business Plans for the Shasta County Department of Resource Management for Pump Stations #3, #4 and #5. Provides and/or coordinates training for Public Works employees related to the HMBPs.
- Coordinates and prepares the Caltrans Encroachment Permit packets annually for the Damboree Parade (first week in May) and the Veterans Day Parade (first week in November). Packets are prepared approximately 1 ½ months prior to event.
- Responds to inquiries and citizen complaints, and answers questions related to Public Works operations.
- Prepares agendas, minutes, and related materials for Park and Recreation Advisory Commission.
- Operates City vehicles and equipment in a safe and efficient matter, and demonstrates proper care and use of vehicles and equipment.
- Operates City-provided computer system and related software.
- Performs related duties as assigned.

OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of all appropriate City, State and OSHA standards, policies and regulations and safe work practices related to utility maintenance and repair work in all types of work zones.
- In-depth knowledge of general utility maintenance and repair techniques and procedures.



- High school diploma or general education degree (GED); four years of increasingly responsible related experience in wet utility and/or public works fields, preferably with the City; or equivalent combination of education and experience.

Possess the ability to:

- Interact effectively with the public and employees;
- Supervise others in a fair and effective manner;
- Establish and maintain effective working relationships.
- Ensure that safe work procedures and practices are followed;
- Plan, organize, implement, supervise, administer, review and evaluate Public Works projects;
- Participate in long-range planning for utility systems;
- Operate water distribution and wastewater collection systems;
- Organize and maintain files, documents and records.
- Prepare cost estimates for Public Works projects;
- Monitor and control budgets.
- Read, understand, and implement construction drawings, specifications, and schematics.
- Communicate effectively orally and in writing;
- Develop, recommend, interpret and explain department policies and procedures;
- Understand municipal laws and regulations regarding customer's use of utility services of the City.
- Perform math calculations quickly and accurately;
- Understand and follow oral and written instructions;

Possess the knowledge of:

- Personal and jobsite safety principles and procedures;
- Knowledge of practices, methods, and tools used in the construction, maintenance, and repair of underground utilities;
- City, State, and Federal codes, laws, and regulations concerning public works operations;
- Principles of supervision and training.
- City policies, goals and objectives with respect to public works projects
- Principles, standards and practices of utility operations;
- Principles and practices of safety management;
- Equipment, tools and materials used in utility operations;
- Labor and prevailing wage laws;
- Cal-Trans standard specifications;
- Title 22, Title 29, and other relevant legal requirements.

PREFERRED QUALIFICATIONS AND EXPERIENCE:



Seven (7) or more years of experience in the field of Public Works, equivalent in working capacity to the positions of Lead Maintenance Worker and/or Equipment Operator.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class A driver's license.
- Possession of a California Department of Health Services Distribution Certificate Grade D3.
- CWEA Wastewater Collection Certification or ability to obtain within two years of employment.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, stooping, walking, climbing, grasping, lifting, crouching, crawling, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 50 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Exposed to extreme outside weather conditions.
- Occasionally exposed to wet and/or unsanitary conditions.
- Works with various outside conditions that may include animals, insects, poison oak, toxins, chemicals and fire.
- Occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.