



STREET MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, performs a variety of supervisory and administrative tasks in the maintenance and repair of streets and storm drains by excavating, grading, trenching and loading operating a variety of equipment and motorized vehicles.

SUPERVISION EXERCISED

Trains, supervises and evaluates subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone with regards to streets and storm drains.

Plan, develop, coordinate, supervise and inspect the work of those engaged in the repair and maintenance of streets and storm drains.

Determine products, materials and equipment used in street and storm drain maintenance and repair; prepare purchase orders, maintain inventories.

Participate in review and execution of street and storm drain maintenance, repair and construction; inspect contractors' work ensuring compliance with city regulations and standards.

Manage and coordinate work orders and work assignments; process invoices for payment.

Supervise installation of traffic barricades ensuring traffic is safely routed.

Train, supervise and evaluate subordinate personnel; monitor and verify time cards.

Prepare cost estimates for time, materials and equipment. Order all parts, materials and services required in day-to-day operations as well as special projects; reconcile account and purchase order activities.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in street and storm drain maintenance, repair and construction.

Standard safety practices required in street and storm drain maintenance and repair.

Supplies and equipment used in maintaining and repairing streets and storm drains.

Principles of supervision and evaluation.

Record keeping and reporting.

ABILITY AND SKILL TO:

Operate a variety of tools, equipment and vehicles including backhoe, roller, scraper, grader concrete cutting and breaking equipment and front end loaders.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Perform concrete work and make signs.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Train, supervise, evaluate and motivate subordinate personnel.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:



AA degree in construction technology or related field and five (5) years experience in the maintenance and repair of streets, sidewalks, curbs, gutters and storm drains including two (2) years in a supervisory capacity.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

