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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## STREETS SUPERVISOR, PUBLIC WORKS

### **DEFINITION**

To organize and supervise, assign and schedule work crews engaged in the maintenance and repair of streets, traffic markings, signs, catch basins, storm drains, creeks and ditches; and to do related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Public Works Director or designee. Responsibilities include direct supervision of street maintenance and street sweeping personnel.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for street, traffic and drain maintenance and repair; implement policies and procedures.
- Conducts periodic surveys to determine the maintenance needs of the streets, pavement markings, signs and signals, sidewalks, curbs, gutters, and drainage facilities; formulates programs/projects to be carried out by outside contract or by City forces to effect the needed maintenance.
- Supervise, assign, and coordinate pavement and sidewalk construction, maintenance and repair work; inspect repair work during its performance and upon its completion; provide advice and assistance to subordinate leads.
- Arrange for and schedule appropriate equipment and materials necessary for maintenance projects; maintain and interpret time, material and equipment use records; determine and implement adjustments to optimize the effectiveness of the maintenance system.
- Oversee street cleaning operations and coordinate routing, schedules, and personnel.
- Oversees street signing and pavement marking programs.
- Purchase necessary, authorized materials and recommend major capital purchase.

- Respond to citizen inquires and complaints; recommend corrective actions as necessary to resolve complaints.
- Monitor and review work performed by contractors on behalf of the City.
- Maintain daily records of equipment, personnel, and materials use for each maintenance project.
- Participate in selecting, training, motivating, counseling and evaluating staff; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Assist in preparing cost estimates for street, traffic and drainage system maintenance and repair activities; make plans and sketches for minor street maintenance and repair projects.
- Assist in coordinating street, sewer, traffic and drainage system maintenance activities with other City departments, divisions, and sections and with outside agencies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed equipment and materials; monitor and control expenditures.
- Perform related duties and responsibilities as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Materials, methods, practice, equipments, and tools used in construction, maintenance, and repair activities of street, sidewalk, storm drains, street cleaning, street signing, and pavement marking.
- Methods of estimating time, cost, and equipment necessary to perform assigned work. Basic elements of civil engineering as they relate to street drainage and sewer maintenance and repair. Proficient in computer programs/software.
- Occupational hazard elimination and standard safety precautions necessary in the work.
- Purchasing procedures, forms, and techniques.
- Proficient in computer program/software.
- Budgeting principles and techniques.
- Principles and practices of supervision, training, and performance evaluation.

**Ability to:**

- Supervise, assign, and schedule work of a number of crews.
- Maintain accurate and up-to-date records.
- Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.
- Learn the geography of the City, including the location of major utility systems, streets, and drainage facilities.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instruction.
- Operate a variety of maintenance equipment in a safe and efficient manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond courteously and tactfully to public inquiries and complaints
- Supervise, train, evaluate, and schedule subordinate personnel.

**EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of increasing responsible experience in public works construction and maintenance work, including some supervisory experience.

**Education:** Equivalent to completion of the twelfth grade.

**LICENSE**

Possession of a California Driver's license with a satisfactory driving record.

**ADA SPECIAL REQUIREMENT:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.