

## **PUBLIC WORKS SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To supervise, plan, organize, schedule, assign, review, participate in the work and provide technical assistance to staff responsible for performing street, traffic safety, fleet, landscape maintenance districts, household hazardous waste, and facilities maintenance operations. To ensure work quality and adherence to established policies and procedures; to perform the more technical and complex tasks relative to assigned area of responsibility; and to provide responsible and complex staff assistance to the Public Works Deputy Director. This class is distinguished from the Public Works Deputy Director, which has overall administrative responsibility for street, traffic safety, fleet, landscape maintenance districts, household hazardous waste and facilities maintenance operations and programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Deputy Director.

Exercises direct supervision over technical and maintenance staff.

Serves as acting Public Works Deputy Director in his/her absence.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for performing maintenance, repair, construction and graffiti removal on City streets; oversees concrete work, asphalt work, traffic painting, street signs and equipment operation, park grounds, landscape, irrigation systems, facilities and recreational areas, weed abatement, drain maintenance, traffic control, sign fabrication, installation and maintenance, pavement markings; repairs City fleet vehicles and equipment, cemetery operations and maintenance on public facilities, including carpentry, plumbing, electrical, painting, HVAC, swimming pool maintenance and roof repairs.
2. Establishes schedules and methods for providing maintenance services; identifies

**CITY OF RIALTO**  
**Engineering Manager/City Engineer**  
**(Continued)**

resource needs; reviews needs with appropriate management staff; prepares weekly project reports; responds to public concerns; signs and approves invoice payments; processes requisitions for purchases; meets with contractors.

3. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
4. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
5. Performs technical and complex tasks of the work unit including inspecting City streets, parks, fleet, cemetery and facilities for needed repairs.
6. Reviews plans and specifications for contract work and services; inspects work performed to ensure compliance with specifications and City standards.

**Essential Functions:**

7. Reads and interprets blueprints and mechanical drawings; determines appropriate methods of job completion.
8. Provides assistance during special City events; oversees road closures and assigns work crews as needed; coordinates activities with the Police Department; assists in traffic control measures as needed.
9. Responds to emergency situations including floods, oil spills, dust storms, road closures, power outages and other related incidents.
10. Participates in the selection of street, traffic safety, fleet, landscape maintenance districts, household hazardous waste, and facility maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
11. Monitors inventory of materials and supplies; procures materials and supplies as necessary.
12. Coordinates the activities of the street, traffic safety, fleet, landscape maintenance districts, household hazardous waste, and facility maintenance staff divisions with those of other departments, divisions and outside agencies.
13. Participates in the preparation and administration of the street, traffic safety, fleet, landscape maintenance districts, household hazardous waste, and facility maintenance program budget; submits budget recommendations; monitors expenditures.

**CITY OF RIALTO**  
**Engineering Manager/City Engineer**  
**(Continued)**

14. Prepares analytical and statistical reports on operations and activities to regulatory Boards and Agencies as required.
15. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a street, traffic safety, fleet, landscape maintenance districts, household hazardous waste, and facility maintenance staff program.
- Methods and techniques of general construction, maintenance and repair of City streets, park, fleet, cemetery and related facilities.
- Modern and complex principles and practices of street, traffic safety, fleet, landscape maintenance districts, household hazardous waste, and facility maintenance.
- Principles and practices of report preparation.
- Principles of supervision, training and performance evaluation.
- Principles and practices of traffic signs and markings.
- Modern principles and practices of graffiti removal.
- Operational characteristics of street, park, fleet, cemetery maintenance equipment and tools.
- Methods and techniques of contract administration.
- Principles and practices of budget preparation.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Supervise, organize and review the work of lower-level staff.
- Select, supervise, train and evaluate staff.
- Oversee the work of private contractors.
- Read and interpret street construction and striping plans and drawings.
- Maintain detailed records of work performed.
- Inspect City streets, parks, fleet, cemetery and facilities for needed repairs and maintenance.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**CITY OF RIALTO**  
**Engineering Manager/City Engineer**  
**(Continued)**

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of experience working with staff in street and traffic safety, fleet services, landscape maintenance districts, and facility maintenance, including two years in a lead or supervisory role.

**Training:**

High School diploma or equivalent supplemented by specialized training in construction trades.

**Licenses and Certifications**

Possession of a State of California Class B driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; field environment; construction site environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for standing or walking for extended periods.