

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to plan, assign, and provide supervision to staff performing the work of Public Works road crews in the County; to supervise subordinate staff and make recommendations regarding the maintenance, repair, and construction of roads, culverts, and bridges; to assess needs and make recommendations concerning road materials and costs; to assist in providing analysis and budget recommendations concerning road repairs and personnel; to direct and train staff in snow removal work and highly skilled heavy road construction and maintenance equipment operations, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Public Works Maintenance Worker Class series. Incumbents in this class are responsible for supervising and directing the work of assigned Public Works Maintenance Workers. In addition to supervisory responsibilities, incumbents must skillfully operate and train staff to operate a wide variety of specialized heavy construction and road maintenance equipment. This class is distinguished from the class of Public Works Maintenance Lead Worker by its exercise of full supervisory responsibilities for assigned staff. It is further distinguished from Public Works Maintenance Superintendent by the latter's responsibility for the management of the road maintenance division and operations.

REPORTS TO

Public Works Maintenance Superintendent.

CLASSIFICATIONS DIRECTLY SUPERVISED

Public Works Maintenance Worker I, II, III, and Public Works Maintenance Lead Worker.

EXAMPLES OF DUTIES

Assigns and supervises as assigned the work of road maintenance crews, giving instructions and technical assistance; oversees the construction, patching, and resurfacing of roads, the repair and construction of culverts, and performance of snow removal work; directs and oversees the clearing of brush and weeds from rights of way and shoulders; maintains controls on labor, equipment, and materials used; inspects County roads, bridges and related facilities to determine the extent and cost of needed maintenance and repairs; estimates material, labor, and equipment needs for projects; consults with the Public Works Maintenance Superintendent in planning and laying out projects; assigns equipment for maximum utilization and makes recommendations concerning fleet age and lifecycles; evaluates the work of assigned personnel; provides safety training including safe techniques in traffic control; skillfully operates heavy power-driven equipment in the maintenance and construction of County roads; grades roads and sites to proper specifications; supervises or performs more highly technical cuts, levels, and otherwise prepares

roadbeds and sites; mixes, spreads, and compacts surfacing materials; performs or directs finishing of road surfaces and shoulders; directs staff in performance of regular maintenance and repair assignments; provides on-the-job training and direction to crew members in equipment operations; monitors and trains staff in safe operations of equipment, tools, and safe working skills and provides input concerning possible or alleged safety violations and complaints; responds to and deals with public complaints; insures proper maintenance and upkeep; may provide assistance or participate in traffic control and flagging operations; assesses lifecycles and cost effectiveness of assigned road crew fleet equipment and makes recommendations to the Superintendent and Department Head; maintains and prepares a variety of records and reports.

TYPICAL PHYSICAL REQUIREMENTS

Mobility to traverse uneven terrain; Frequently sit at a desk and stand and walk for extended periods; ability to stoop, bend, climb, kneel or crouch to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing over 100 pounds with assistance; normal manual dexterity to grasp tools and other equipment and eye-hand coordination; corrected hearing and speech to communicate in person and by telephone and color vision to normal range; use of maintenance equipment such as backhoes, graders, front end loaders, and snowplows; operation of motorized vehicles for extended periods of time..

TYPICAL WORKING CONDITIONS

Work is performed in an office setting as well as outdoors in varying temperature, weather, and humidity conditions, including high heat and cold and wet stormy and icy/snow conditions; work is performed in environment with constant noise; exposure to wastewater, grease and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, tools, equipment, and materials used in the maintenance and construction of roads, bridges, and public works facilities;
- Geography of the County and the location of County roads.
- Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers, snow plows, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads.
- Work safety methods and programs.
Principles of analyzing and estimating requirements for materials and process in Road repair and construction;
Safe techniques in traffic control;
- Principles and techniques of supervision, training, and work evaluation.

Ability to:

- Plan, organize, and supervise County road, bridge, and public works facility

- maintenance and construction in the County.
- Inspect public works facilities, roads and bridges for deficiencies and develop recommendations for corrective action.
- Establish priorities and direct the activities of an assigned work area.
- Accurately estimate cost, time, equipment, and material needs for maintenance and construction projects.
- Skillfully operate heavy road construction and maintenance equipment including loaders, graders, trucks, rollers, and related equipment, and train subordinate staff on their operation.
- Skillfully operate and train subordinate staff in operating snow removal equipment.
- Maintain time and equipment records.
- Prepare clear and concise reports.
- Effectively represent the Public Works Agency in contacts with the public and other government agencies.
- Establish and maintain cooperative working relationships with outside agencies and with County staff and subordinates.

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience performing work comparable to that of a Public Works Maintenance Lead Worker with Amador County, or three years in a government agency outside of Amador County.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.

Incumbents transporting hazardous materials may be required to possess special endorsements.

Some positions in this classification may be required to possess an Applicator Certification from the State of California.