

## CITY OF LINCOLN PUBLIC WORKS SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, supervises, evaluates and participates in the work of crews responsible for construction, repair, maintenance and operational work in the Public Works divisions such as streets and drainage, water distribution, refuse, parks and equipment maintenance; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews and the Director and Assistant Director of Public Works; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Public Works Supervisor** is the supervisory level class responsible for assigning and supervising the work of crews engaged in construction, repair and maintenance work. This classification is distinguished from the next higher classification of Operations Manager of Public Works in that the latter is responsible for overall management of the operations division of the department.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Operations Manager or his/her designee. Exercises direct and indirect supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance, repair and/or operation of streets and drainage, water distribution systems, fleet maintenance, refuse collection; parks, open space, facilities and equipment maintenance; provides day to day leadership to assigned crews; coordinates the work of the unit with other City departments, outside agencies or community groups.
- Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the City; responds to after hours call-outs.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Works personnel; assigns work to assigned crews; monitors work activities to ensure safe work practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures; establishes performance goals for crews and individual employees; participates in the selection, training and evaluation of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.

- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; participates in budget preparation and monitors approved budgets; prepares project cost estimates; orders supplies, tools and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.
- Responds to the more difficult questions and concerns from the general public, contractors and outside agencies, provides information as is appropriate and resolves public service or operational complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible public works experience related to the areas of assignment, and a high school diploma or equivalent.

**License/Certificate:**

- Possession of, or ability to obtain, a valid class C California driver's license.
- Streets: Possession of a Water Distribution Certificate, Grade D-2, prior to appointment.
- Fleet: ASE Certificate, prior to appointment
- Parks: Certificates in irrigation, facilities maintenance and spraying certificate prior to appointment
- Wastewater Collection: Possession of a Grade III Collection System Maintenance Certificate from CWEA.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction, repair or operation of streets, water distribution systems, parks, refuse and equipment maintenance; principles and practices of administering a budget; knowledge of the City street system; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; operating characteristics and safety requirements for operation of trucks, refuse vehicles and other heavy and light equipment; defensive driving; proper lifting procedures; methods and techniques for record keeping; basic principles of mathematics; occupational hazards and standard safety procedures.

**Skill to:**

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.

**Ability to:**

Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective solutions; estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; perform maintenance, repair and installation of asphalt, signs, concrete, water mains and storm drains; work independently; drive and operate trucks and heavy construction equipment; respond to issues and concerns from the community; supervise and direct the operations and activities of a Public Works division; coordinate and conduct training programs for staff; keep records and logs; interpret, explain and apply applicable laws, codes and regulations; operate a variety of construction equipment, vehicles and power and hand tools; perform heavy manual labor for extended periods of time; work at substantial heights; make adjustments to standard operating procedures as is appropriate; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as needed; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Professional/Administrative Salary Schedule

**FLSA:** Nonexempt

**Employee Group:** Professional/Administrative, Local 39