

STREETS AND PARKS DIVISION SUPERVISOR

DEFINITION

Under general direction, to plan, supervise, direct, monitor, and measure performance of staff in the operation and construction/maintenance of City streets, sidewalks, curbs and gutters, driveway approaches, street trees, traffic signals, street lights, parks, government buildings, recreational facilities, fleet, and equipment; to schedule job staffing and project completion; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

DISTINGUISHING CHARACTERISTICS

This is a single position supervisory class. This position serves as first-line supervisor for staff assigned to the Public Works Department's streets, sidewalks, curbs and gutters, driveway approaches, street trees, traffic signals, street lights, parks, government buildings, recreational facilities, fleet, and equipment maintenance and repair functions.

REPORTS TO

Public Works Director, Public Works Superintendent, or as assigned.

CLASSIFICATIONS SUPERVISED

Maintenance Workers I/II/III, Mechanic I/II, and other staff as assigned.

ESSENTIAL FUNCTIONS

Plans, prioritizes, supervises, monitors, and measures performance of assigned staff to the maintenance and repair of City streets, sidewalks, curbs and gutters, driveway approaches, traffic signal lights, street lights, street trees, parks, government buildings, recreational facilities, fleet, and equipment maintenance; prepares cost and staffing estimates for maintenance projects; assists the Public Works Director with the development and control of the streets and parks division budget; makes field inspections to determine maintenance and repair requirements; inspects work in progress and ensures proper completion of jobs; ensures that staff properly carry out the goals, objectives, and policies of the Public Works Department; evaluates field operations and activities recommending improvements; performs a variety of record keeping and assists with the development of requisite reports; implements work safety requirements and conducts safety training; establishes preventive maintenance programs; responds to questions and provides information regarding assigned areas of responsibility; investigates employee/equipment accidents and public complaints recommending corrective action; meets with contractors and vendors; and oversees contracts and prepares bid specifications. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 50 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal and written communication; use a variety of hand and power equipment used in street maintenance, construction, and repair; use a computer and telephone.

TYPICAL WORKING CONDITIONS

Work is performed both in an office environment and outdoors in varying temperatures and weather conditions; exposure to gasses, fumes, dust, grease, and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles, methods, and practices pertaining to the maintenance and repair of streets, sidewalks, curbs and gutters, driveway approaches, traffic signal lights, street lights, fleet, buildings, and associated facilities.
- Methods, procedures, and equipment used in care and maintenance of street trees, parks, grounds, and recreation facilities.
- Principles of budget development and monitoring.
- Principles and techniques of supervision and training.
- Record keeping and reporting procedures.
- Practices, tools, equipment, and materials used in streets and parks maintenance and repair work.
- Laws, rules, regulations, and environmental requirements applicable to street, curb, gutter pan, and sidewalk maintenance repair.
- Principles and methods of preventive maintenance programs.
- Safe work practices and procedures.

Ability to:

- Plan and lay out a work program including the responsibility and accountability for the actions and activities of other employees in the accomplishment of their work and for one or more phases of the overall maintenance operations as assigned.
- Initiate and carry out safe work practices that meet state and federal safety regulations.
- Supervise, train, and evaluate the work of assigned staff.
- Inspect streets, sidewalks, curbs and gutters, driveway approaches, traffic signal lights, street lights, fleet and other equipment, government buildings, and associated facilities for needed maintenance and repairs and proper completion of maintenance and repair projects.

- Skillfully use a variety of hand and power tools in the maintenance repair of streets and parks.
- Perform a variety of physical labor work in the care and maintenance of parks, street trees, landscaped areas, and recreational facilities.
- Apply technical knowledge of street construction work.
- Read and interpret blueprints and sketches.
- Estimate labor and materials costs and requirements for major maintenance and repair projects.
- Assist with budget development and expenditure control.
- Operate equipment such as trucks, backhoe, and front loaders.
- Maintain accurate records and reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

Training and Experience:

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

- Four (4) years of increasingly responsible experience in parks and ground maintenance and the maintenance, repair, and construction of streets, roadways, curbs, gutters, sidewalks, and driveway approaches including at least two (2) years in a supervisory or lead position.

Education:

- Graduation from an accredited community or junior college with an AA degree in general education, business administration, or related field. Education requirement may be substituted with equivalent years of experience.

License:

- Possession of a valid California Commercial Class "B" driver's license with appropriate endorsements.

SPECIAL REQUIREMENTS

- Possession of valid first aid and CPR certification.
- Possession of, or ability to obtain, appropriate certification and licenses as designated by the City of Atwater.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

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