

STREET SUPERVISOR

Definition:

Under general supervision schedules, coordinates and supervises workers and work crews performing street painting, street cleaning, traffic signing, drainage control and hazardous waste removal and disposal and the construction, maintenance and repair of streets, alleys, sidewalks, parking lots, curbs, gutters, drainage channels and easements; assists in developing division objectives; evaluates work performance and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Schedules, coordinates and supervises work crews of various sizes and individual workers performing street repair/construction and maintenance related activities.

Assists in the selection, training and evaluation of assigned staff; establishes daily priorities and assigns work to crews and individuals; oversees daily attendance/time card and work activity records.

Inspects work in progress and upon completion for compliance with project plans and work specifications.

Interprets and applies applicable division/department rules and regulations.

Investigates and reports major street maintenance/repair problems.

Reviews service requests and resolves complaints, concerns and operational/technical problems.

Assists in coordinating work projects with other divisions/departments as needed.

Conducts and participates in staff, safety and management meetings with assigned staff.

Drafts and recommends street maintenance schedules, productivity and quality standards and safety procedures; recommends solutions to operational and technical problems.

Oversees hazardous waste cleanup and removal and performs hazardous waste record keeping.

Recommends and drafts orders for materials, supplies and equipment.

Oversees contractors as applicable, monitors their work and participates in contractor negotiations.

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence and reports including performance, inspection and safety reports.

Lifts and moves equipment and tools weighing 50 pounds or less and may assist work crews with emergency placement of road closure materials.

Demonstrates safe work procedures and equipment operation.

Assists with preparation of the Street Division budget.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Acts as Street Superintendent as assigned.

May serve as a division representative at meetings of City staff or other organizations.

Class Characteristics:

Street Supervisor is a multi-incumbent supervisory position in the Maintenance Services Department and has substantial responsibility for the quality of work, efficiency and safety through the effective scheduling and supervision of workers and work crews. Assigned duties require independent judgment and initiative.

Contacts and Relationships:

A Street Supervisor establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with other City employees, vendors, contractors, the public and their representatives.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Effective supervisory and management techniques.

Methods, materials, equipment and techniques used in the construction, maintenance and repair of streets and sidewalks.

Methods, practices, equipment and techniques used in street painting, street cleaning and traffic signing.

Methods, practices, equipment, techniques and legal requirements used in the removal and disposal of hazardous waste.

Record keeping and report writing techniques.

Math related to area assigned.

Customer service and conflict resolution techniques.

Basic budget principles.

Applicable street construction and health and safety codes.

Safety regulations, practices and procedures.

Contract administration related to area assigned.

Computer applications related to area assigned.

AND

Ability to:

Determine work priorities and schedule, organize, assign and coordinate the work of crews and individuals.

Assist in employee selection, training, supervision and evaluation.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Read and interpret project and plan specifications.

Make sound decisions in accordance with established procedures and policies.

Initiate and carry out required procedural assignments; understand and carry out oral and written instructions and use independent judgment and initiative.

Estimate material, equipment and labor costs.

Prepare reports and compose correspondence.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited community college or completion of two years of study towards a Bachelors Degree at an accredited college or university in Business Administration, Public Administration or a related field.

AND

Experience:

Four years of progressively responsible experience in the construction, maintenance and repair of streets to include some hazardous waste removal and disposal experience and two years of lead or supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

Completion of "Hazwoper" First Responder Training and "Hazwoper" Supervisor/Manager training as provided by a State of California authorized training source within twelve months of employment.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in the field. When work is performed outdoors, there is exposure to the elements. An incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, sits, stands, walks, crouches, kneels, bends, pushes, twists, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field an incumbent may walk and stand on uneven/slippery surfaces, climb inclines and be exposed to noisy equipment, vibration, fumes, vehicular traffic, dust, oils, solvents and hazardous materials. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt - Administrative

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