

FIELD SERVICES SUPERVISOR

DEFINITION

Under direction, supervises work units responsible for the maintenance and repair of City streets, sewer, street/traffic light systems, and water system as well as refuse disposal and street sweeping; serves as a member of the department's management/supervisory team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class describes first line supervision over the general field service worker occupational group including employees engaged in sewer maintenance, street striping, drainage, water distribution, street and traffic signal maintenance, as well as refuse disposal. Supervisors are assigned to functional areas and may rotate section assignments.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Plans, organizes and supervises the work of those engaged in the repair and maintenance of water wells, pump and lift stations, sewers, storm drains, traffic signals, street lighting, as well as street striping, refuse collection and street sweeping activities; makes crew assignments and schedules; ensures safety and established work practices are followed.
2. Assigns, advises, and may assist crews in sewer cleaning and repair, street signs and striping production, patching and repair of asphalt surfaces, refuse collection, drainage, and street sweeping; may operate light and heavy equipment.
3. Evaluates service needs, equipment and work methods; develops plans to satisfy current and future needs of work unit service; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; and as necessary, explains priorities, programs and policies.
4. Estimates time and material costs; evaluates and institutes changes in work methods, priorities and routes; evaluates and selects products, materials and/or equipment to be used.
5. Maintains records and writes a variety of reports and memos on work performed, vandalism, storm drainage and lawsuits against the City; may participate in administrative studies in areas outside the scope of regular duties; may serve on behalf of supervisor as assigned.
6. Provides temporary and vacation relief in similar occupational fields as necessary; within water provides after hours telemetry support.

7. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of skilled public works maintenance and/or refuse collection experience including one year of lead supervisory responsibilities or any combination of training and experience that provides the desired knowledge and abilities.

Supplemental college level courses in supervision and public works administration may substitute for lead supervisory experience.

Knowledge of:

Practices, tools, equipment and techniques used in at least one area of specialization; safety practices applicable to work in the public right-of-way; principles of supervision and training; methods of estimating times and material costs; work scheduling; (within water) water hydraulics; telemetry system.

Skill in:

Heavy equipment operation.

Ability to:

Supervise the work of maintenance and/or refuse crews; perform the work supervised; follow simple blueprints and sketches; operate refuse and street construction/maintenance equipment; follow verbal and written directions, write reports; maintain records; develop and maintain good working relationships; train others in and monitor the use of safe work methods; communicate effectively, both verbally and in writing; analyze unusual situations and resolve through application of City policy; develop comprehensive plans to satisfy future needs of work unit service; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain a valid Class B California Driver's License and additional certificates/licenses necessary to perform the work supervised.

Physical Demands

Sitting, standing, walking, some stooping, and bending; dexterity and coordination to handle files and pieces of paper; occasional lifting of objects up to 25 lbs., such as paper and other reference materials; moving from place to place within the office, and some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise. A Computer is used on a daily basis. Travel throughout the area is required.

Date Adopted: August 6, 1996