

**CLASS SPECIFICATION**  
**Street Maintenance Supervisor**

**GENERAL PURPOSE**

Under direction, plans, schedules, directs, supervises and inspects the work of semi-skilled and skilled staff engaged in the maintenance, repair and servicing of City streets, curbs, gutters, sidewalks and storm drains and related facilities; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Street Maintenance Supervisor is a single incumbent class responsible for providing work planning, scheduling, supervision, technical assistance and training to an assigned staff of maintenance personnel. An incumbent is responsible for formulating and developing assigned unit goals and objectives, supervising and inspecting the work of assigned personnel and directing day-to-day section activities. Duties are carried out with moderate independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, field inspection and analysis of records, reports and completed work orders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual section budget; participates in developing, implementing and evaluating work programs, processes, systems and procedures to achieve section and City goals, objectives and performance measures consistent with the City's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, schedules, lays out, inspects, supervises and oversees the work of crews responsible for the maintenance, servicing and repair of the City's public works facilities, easements and rights-of-way,

including streets, curbs, gutters, storm drains, sidewalks, and related facilities; prepares budgetary estimates of staff, equipment and materials required for projected activities; inspects and evaluates work being performed to ensure conformance with City standards; identifies problem areas and directs remedial action to be taken; promotes and enforces safe work methods.

5. Coordinates with CDF, HazMat and Environmental Health to identify and remove hazardous waste from City rights-of-way; monitors City Yard hazardous materials storage areas to ensure proper storage; ensures hazardous materials are disposed of within the proper timeframe.
6. Coordinates the section's activities with other City divisions and departments, and with outside agencies.
7. Orders and maintains an adequate inventory of parts, tools, materials, equipment and supplies.
8. Prepares and maintains a variety of records, logs and reports.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods, practices, techniques, tools and equipment used in the maintenance and repair of public works facilities, including streets, curbs, gutters, culverts, storm drains and related facilities.
2. Relevant traffic safety and traffic control regulations, codes, laws and guidelines.
3. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
4. Safe work methods and regulations pertaining to the work.
5. Principles and practices of effective supervision.
6. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, organize, supervise, assign, inspect and evaluate the work of others.
2. Analyze complex public works maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
3. Develop and implement work standards.
4. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
5. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
6. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
7. Establish and maintain effective working relationships with City management, staff, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of journey-level experience in the maintenance and repair of public works facilities, at least two years of which were in a lead or supervisory capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.