



CITY OF HALF MOON BAY

Job Specification

Class Title: Public Works Supervisor

Status: Exempt

Department: Public Works

Reports to: Public Works Director or Designee

Employee Group: Represented Management

Adopted by City Council/Resolution Number:

DEFINITION

Under general direction, the Public Works Supervisor works with, coordinates, and directs the work of staff and/or contractors in connection with the construction, maintenance, installation, operation and repair of City property, facilities, and equipment. Employees in this classification may be assigned to supervise staff in the maintenance or capital improvement group/division/unit. Responsibilities may vary according to work assignment.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Public Works Director, their designee, or another higher-level classification within the City. Exercises general supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Work in the class is distinguished from that of lower-level classes by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties, including assigning work and providing lead direction.

ESSENTIAL AND IMPORTANT DUTIES

- Works with, schedules, coordinates, and directs the work of assigned staff; provides technical assistance to assigned staff; inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Monitors operations and activities of the work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Consults with, coordinates and monitors the work of contractors, including examination and evaluation of construction and maintenance work for conformance with established standards; observes work in various stages of progress to ensure compliance.

- Performs onsite construction inspection duties for capital projects.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards and ensures adherence to and application of established safe work practices and procedures.
- Assists assigned staff with and/or performs the more difficult or unusually complex assignments; troubleshoots and resolves issues to ensure successful completion of work assignments.
- Provides information and technical assistance; responds to, investigates, and resolves complaints and service requests; determines corrective action and assigns appropriate personnel and equipment.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment; maintains equipment records.
- Coordinates activities with other City departments, divisions, and work units and with other agencies, contractors, and consultants; may participate in and coordinate the selection of contractors and consultants.
- Supervises and mentors staff; coordinates staff training opportunities and development.
- Keeps supervisor informed of field staff, work assignments, issues, or concerns.
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the qualification would be:

Experience: Seven years of progressively responsible experience in public works maintenance or in the maintenance/construction trades, including two years of lead or supervisory experience. Five years of progressively responsible experience as designated, in public works maintenance or in the maintenance/construction trades.

A college degree in construction management or equivalent can substitute up to two years of work experience.

Education: Completion of the twelfth grade or GED equivalent. Specialized coursework related to duty assignment is highly desirable and may include training in landscaping, arboriculture and grounds maintenance, traffic, and/or construction.

Licenses and Certifications: Possession of, or ability to obtain and maintain a valid California driver's license. Possession of Certified Access Specialist (CASp), Backflow Prevention Assembly Tester, Combination Inspector Certificate, Certified Arborist is highly desirable.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, and regulatory requirements of municipal public works maintenance activities.
- Safety principles, practices, procedures, and equipment related to the work.
- Applicable laws, codes, ordinances, policies, rules, and regulations; equipment, tools, materials, and work requirements associated with constructing and maintaining public works infrastructure and capital assets.
- Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and City staff.
- Computers and software programs to conduct, compile, and/or generate documentation.
- Work standards related to duty assignment which may include but are not limited to working with concrete, asphalt, grading, contouring, traffic signals and systems, traffic control devices, street signage and striping, sewer and storm drainage systems, building maintenance, painting, carpentry, landscaping, electrical/mechanical systems, automotive and mechanical repair, and other materials and equipment used in the construction, repair and maintenance of public works infrastructure and capital assets.

Ability to:

- Effectively plan, organize, and direct the activities of assigned areas; plan work schedules and monitor performance.
- Interpret and apply applicable procedural and safety requirements.
- Coordinate and monitor the work of contractors.
- Estimate materials and work hours to perform a job.
- Operate specialized vehicular equipment and other related tools and equipment.
- Establish and maintain accurate records.
- Communicate effectively.
- Learn and apply specialized training and maintain level of knowledge required for satisfactory job performance.
- Oversee the work of and provide training to assigned staff.
- Supervise, train, and evaluate assigned staff.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Travel to various locations within and outside the City of Half Moon Bay.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions. Employees in this class are required to use hands to manipulate, handle, feel, and operate objects, tools or controls, and reach with hands and arms. Employees in this classification are frequently required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell. Specific vision abilities are required, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees in this classification must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

WORKING CONDITIONS

While performing the duties of this position, employees regularly work in outdoor weather conditions; exposed to wet and/or humid conditions. Employees in this classification are occasionally exposed to fumes and/or airborne particles, toxic and caustic chemicals. The noise level in the work environment is usually loud. Employees may be required to respond to after-hours emergency calls and work a varied schedule of hours including nights, holidays, and weekends, as required.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession of a valid Class C California Driver's License