

**PUBLIC WORKS MAINTENANCE SUPERVISOR**

DEFINITION

To plan, organize and supervise maintenance, repair and construction of County road, bridge and culvert operations within the Public Works Department; to perform a variety of technical tasks related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Incumbents of this supervisory class have full responsibility to direct the road, bridge and drainage maintenance operations in a geographic area of the County.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory and management staff; exercises direct supervision over assigned maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommends and assists in the implementation of goals and objectives.\*

Plans and organizes daily and weekly schedules and assignments.\*

Participates in budget preparation and administration; prepares cost estimates for budget recommendations.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the maintenance and construction of County roads, bridges, culverts, drainage systems, and related timber and concrete structures.\*

Participates in staff selection; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Evaluates operations and activities in assigned areas of responsibility; recommends improvements and modifications as necessary to maintain productivity and effectiveness.\*

Receives and responds to inquiries from the public; investigates complaints and recommends corrective action as necessary to resolve complaints.\*

Inspects roads, bridges, drainage systems and culverts for damage and repairs; inspects encroachment onto county rights-of-way.\*

Public Works Maintenance Supervisor  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07

Inspects traffic control and signs on County roads.\*

Assists with encroachment permits and other permits / agreements as required.\*

Prepares lists of roads requiring maintenance and repair work.

Schedules road maintenance assignments, materials and equipment; orders supplies and materials required for daily operations.\*

Inspects work in progress for compliance with policies and procedures, regulations, specifications, and standards of quality and safety.\*

Maintains daily records of project assignments.\*

Coordinates maintenance and repair activities with other County departments, divisions, sections, and outside agencies as needed.\*

Participates in maintenance, repair and construction duties, operating a full range of heavy and light equipment as required.\*

Performs related duties as assigned.

***When assigned to the Solid Waste Disposal Site***

Oversees the disposal of County waste.\*

Determines area and method of disposal; inspects daily cover for adequacy and compliance.\*

Manages gate activities and the collection of fees.\*

Coordinates recycling and roadside cleanup activities.\*

Performs environmental monitoring at landfill site as needed.\*

**QUALIFICATIONS:**

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Basic budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Basic arithmetic.

Materials, methods, practices and equipment used in road, bridge and culvert maintenance and repair activities.

Elements of construction technology as they relate to assigned construction, maintenance and repair activities.

Rules and regulations of encroachment permits.

Principles and procedures of record-keeping and reporting.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Supervise, train and evaluate the performance of assigned staff.

Coordinate the operations of road, bridge and culvert maintenance and repair.

Ensure work crews' adherence to established safe work rules and practices.

Interpret and work from sketches, diagrams and blueprints.

Maintain records and prepare reports.

Assist with budget preparation and monitoring.

Perform required mathematical computations with accuracy.

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

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Four years of increasingly responsible experience in road and bridge maintenance, repair and construction, or solid waste disposal site operations, including one year of supervisory or lead responsibility.

Training:

High school diploma or GED equivalent supplemented by specialized training in construction or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	8752000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	370

\*Designates an "essential function"