

## CITY OF SAN JUAN CAPISTRANO

### PUBLIC WORKS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To supervise, assign and review the work of staff and contractors responsible for the operation, maintenance and repair of City sewer lines and pump stations; maintenance of public buildings, facilities and street maintenance, landscaping, irrigation, weed abatement, tree trimming, equestrian trails, open space, and City rights-of-way; and to perform a variety of maintenance tasks relative to assigned areas of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Works Manager.

Exercises direct supervision over maintenance staff.

**ESSENTIAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Supervises, plans, and reviews the work of staff responsible for maintenance services and activities for the Public Works Department, which includes streets, parks, landscaping, equestrian trails, open space, sewers, pump stations, buildings, fleet, traffic, and safety.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for providing maintenance services; recommends and implement policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Participates in the selection of maintenance personnel; provides or coordinates staff training; work with employees to correct deficiencies; recommends discipline and termination procedures.
5. Directs and oversees the work of contractors; reviews blueprints; inspects work to ensure compliance with specifications; recommends modifications, as appropriate; process payment requests.
6. Participates in the development of the budget; submits budget recommendations; monitors expenditures; ensures inventory is adequately stocked.
7. Participates in emergency response activities.
8. Provides assistance to other City departments, outside agencies, and the public.
9. Responds to or investigate customer complaints regarding maintenance services or activities of the Public Works Department.

**CITY OF SAN JUAN CAPISTRANO**  
**Public Works Supervisor (Continued)**

10. Receives service requests and emergency calls; evaluates problems and establishes maintenance priorities; assists in developing emergency response programs.
11. Prepares specifications and cost estimates; orders equipment and supplies as needed; oversees and assists architects, engineers, and consultants; obtains necessary permits, approvals; and develops and maintains documentation.
12. Maintains logs of work performed; estimates time, material and equipment for assigned work and prepares analytical and statistical reports on operations and activities.
13. Enforces and ensures adherence to safety standards, federal, state, and local codes, ordinances, rules, and regulations.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the area of public works.
15. Oversees maintenance of the parks, streets, landscape maintenance districts, weed abatement programs, equestrian trails, traffic, safety, and open space.
16. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a public works maintenance programs.  
Operational characteristics of tools, material and equipment used to maintain City streets, sewers, parks, rights-of-way, and open space.  
Construction principles and practices.  
Weed Abatement methods and techniques.  
Building trades including plumbing, carpentry, electrical, heating, and air conditioning.  
Principles and practices of municipal budget preparation, and administration.  
Principles of supervision, training, and performance evaluation.

**Knowledge of:**

Pertinent federal, state, and local codes, laws, and regulations.  
Occupational hazards and standard safety practices.  
Emergency response techniques and operations.

**Skill in:**

Supervising, organizing, coordinating, directing, and reviewing the work of lower level staff.  
Selecting, supervising, training, and evaluating staff.  
Reading and interpreting blueprints.  
Preparing clear and concise reports.  
Administering contracts.  
Preparing contract specifications.  
Responding to requests and inquiries from the general public.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Analyzing problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Researching, analyzing, and evaluating new service delivery methods and techniques.

**CITY OF SAN JUAN CAPISTRANO**  
**Public Works Supervisor (Continued)**

**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 experience in public works maintenance and construction; repair of public streets, sewers, storm drain systems, parks, and building trades; including two years of administrative and supervisory responsibility.

**Training:**

Equivalent to the completion of the twelfth grade; supplemented by specialized training in maintenance, landscape, construction work, electrical maintenance, and repair work.

**License or Certificate**

Possession of, or ability to obtain, a valid driver license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; work around heavy construction equipment; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing bending, kneeling, or crouching for prolonged periods of time; light to moderate lifting; operating motorized equipment and vehicles.