

# CITY OF FOLSOM

## STREETS MAINTENANCE SUPERVISOR

### **DEFINITION**

Under general direction, plan, organize, direct, coordinate, supervise, and evaluate a crew of workers involved in daily construction and maintenance activities, including inspecting work in progress and assist in resolving difficult work problems; assist in budget preparation and administration; establish and oversee construction and maintenance strategies.

### **SUPERVISION EXERCISED**

This class provides direct and indirect supervision to lower level personnel for a preponderance of the time.

### **DISTINGUISHING CHARACTERISTICS**

The Streets Maintenance Supervisor is distinguished from the Senior Maintenance Worker lead classification in that the former has supervisory direction of operations and significantly greater responsibility, autonomy, and discretion in planning and completing a wide variety of street operations activities. Incumbents in this class have day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the leadworker and lower classifications. The classification differs from the manager class by the level of responsibility and accountability for program, project, and work completion as well as the overall day-to-day administration and interpretation of personnel policies and procedures.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Plan, direct, and supervise the construction and maintenance activities.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Inspect work in progress; assist workers in resolving difficult work problems.
- Assist in preparation, administration, and monitoring of the division budget.
- Develop and oversee maintenance strategies for maintaining and repairing City streets.
- Keep staff current of various safety and other relevant rules, laws, and regulations.
- Respond to customer concerns and complaints; determine new customer needs.
- Coordinate work and projects with contractors and inspect their work.
- Review blueprints that may affect street maintenance.

- May operate a variety of motorized equipment including dump trucks, motor grader, backhoe, and loaders, and use a variety of hand tools while performing duties and assignments.
- Plan specifications for new equipment and vehicle procurement.
- Oversee the performance minor maintenance on equipment.
- Oversee the reporting requirement and maintenance of daily records.
- In the absence of the Manager, may act in the capacity of the Manager.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.**

### **Knowledge of:**

- Principles and practices of supervision, training, discipline, and performance evaluation.
- The personnel code as it applies to work crews and staff.
- Principles and practices of hazard and safety management.
- Principles and practices of streets and general public works construction and maintenance.
- Practices of vehicle maintenance and repair.
- City/State/Federal Equipment and Vehicle procurement policies.
- Common word processing, spreadsheets, and database software.

### **Ability to:**

- Supervise, train, discipline, and evaluate subordinates.
- Plan work schedules for crews.
- Analyze problems, identify alternative solutions, projecting consequences of actions, and implement recommendations in support of division goals.
- Implement new streets programs; coordinate and manage projects as assigned.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Participate and assist in the preparation of and administration of division budget.
- Prepare and oversee record and reporting procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in writing.

### **Minimum Qualifications:**

#### **Experience:**

Two (2) years of full-time experience as experience as a Senior Maintenance Worker with the City of Folsom in the designated functional area (streets; signs; or water and/or sewer systems).

OR

**Experience:**

Seven (7) years of full-time responsible work experience performing general maintenance duties and/or construction in the designated functional area (streets; signs; or water, sewer, or drainage systems).

**Education:**

A bachelor's degree in business, construction management, public administration or a closely related field from an accredited college.

**Substitution:**

Additional qualifying experience can substitute for the required education on a year-for-year basis.

**License, Certificate, Registration Requirements:**

Possession of, or ability to obtain and retain, a California Class B driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment with frequent work outside in various types of weather. (1) Mobility: frequent use of keyboard; occasional sitting for long periods of time; frequent walking and standing, occasional climbing, bending, stooping/kneeling, or crawling. (2) Lifting: frequently up to 10 pounds; occasionally up to 100 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise and occasional exposure to outdoor environment, solvents, chemicals, and environmental substances.

**Other Requirements:**

Must be willing to work weekends and holidays.

**Information Block**

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit:

