

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Streets Supervisor	Department : Streets	
Reports to: Streets Superintendent	FLSA Classification : Exempt	
Career Ladder: Streets Superintendent	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plan, organize, and direct the work of several crews performing various maintenance, construction and installation activities related to: streets, pavements, and rights-of-way; traffic devices, signs, and pavement markings; traffic signals, street lights and miscellaneous electrical systems. Performs work as assigned.

CLASS CHARACTERISTICS:

This is the first-line supervisory level that may be assigned to either street maintenance and construction, debris and graffiti removal, traffic painting, signing and marking and electrical installation, maintenance and repair work. Incumbents plan, organize, assign, and direct the work of several crews and provide technical assistance as necessary.

ESSENTIAL RESPONSIBILITIES:

Plans, organizes, schedules, supervises, assigns, and evaluates the work of several crews engaged in: street maintenance and pavement construction; debris and graffiti removal utilizing Alternative Work Program personnel; traffic painting, signing and marking, and installation, maintenance, and repair work on a wide variety of electrical and electronic equipment used in street lighting and traffic signal control

Develops and directs the implementation of goals, objectives, procedures, and work standards for the activities

Instructs or provides for the training of crewmembers in work methods, use of tools and equipment, and relevant safety precautions

Inspects job sites to determine work required and to evaluate performance

Resolves a variety of routine personnel and administrative matters; recommends and implements disciplinary action as necessary

Estimates labor, material, and equipment requirements for assigned jobs; requisitions needed tools, supplies, and equipment

Provides technical assistance to crews in resolving difficult problems encountered

Prepares and maintains a variety of reports and records, including time cards, work sheets, accident reports, maintenance requests, asset databases, and maintenance management data

Orders and maintains an adequate inventory to accomplish assigned jobs

Responds orally or in writing to questions and complaints from the public

Recommends special work required or necessary equipment maintenance; reviews work upon completion

Ensures appropriate safety devices and equipment are being utilized; conducts safety meetings

Coordinates activities with other departments and affected agencies

May serve as an on-site supervisor

Reviews contract work upon completion to ensure compliance with established standards and regulations

Responds to emergency situations as necessary

Collects and provides written documentation for legal claims against the City related to assigned activities.

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Principles, methods, tools, and equipment used in at least one of the following: street light maintenance; traffic devices (signs and pavement markings); pavement and street maintenance; debris and graffiti removal; Principles and practices of employee supervision, including selection, training, work evaluation, and discipline; Safe work methods and safety practices pertaining to the work; Operation and maintenance of a wide variety of equipment and hand and power tools used in the work; Relevant codes and regulations, as related to these duties; Basic computer operation and familiarity with programs used for communication, scheduling, financial management and databases.

Skilled in – Planning, estimating, coordinating, scheduling and evaluating the work of several crews; Preparing and maintaining a variety of accurate written records and reports pertaining to the work; Reading and interpreting plans, maps, specifications, and manuals; Operating and maintaining equipment and tools used in the field; Establishing and maintaining effective working relationships with those encountered in the course of the work; Identifying and implementing effective courses of action to complete assigned work; Coordinating crew assignments with other divisions, departments, and agencies. Inspection, street lighting and electrical work, asphalt and Portland cement concrete construction, and traffic devices installations undertaken by City Staff or contractors, including compliance with appropriate codes and standards, as related to these duties; Preparing field drawing and estimates for contract work dealing with all electrical maintenance.

Ability to -. Schedule work assignments and determine equipment, personnel and material needs; Communicate effectively in written and oral form; Supervise, train and evaluate subordinates.

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License, Class A with tanker endorsement.

Physical Abilities and Work Environment – Must be willing to work out of doors in all weather conditions and to work with exposure to traffic and possess sufficient strength and stamina to lift and carry objects weighing up to 50 pounds. Must be willing to respond to emergency situations during off-hours as required

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

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

Experience – Either (1) two years of experience as a crew leader in street maintenance and construction, debris and graffiti removal, traffic devices, electrical maintenance, or heavy equipment operation at a level equivalent to the City’s Street Maintenance Technician II, Public Works Equipment Operator, or (2) two years of experience directing, inspecting, and managing Public Works projects at a level equivalent to Public Works Inspector or Senior Engineering Technician.

Education - Graduation from high school or G.E.D. equivalent An Associate of Arts Degree in Electronics, Engineering, Public Administration, or a closely related field, is desirable. Certification by the International Municipal Signal Association Level II Signs and Markings is desirable.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date