



## **PUBLIC WORKS MAINTENANCE SUPERVISOR**

Salary Range: PW/156

### **DEFINITION**

To coordinate, supervise and participate in the work of crews engaged in the maintenance and repair of Town streets, storm drains and buildings.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Public Works Maintenance Manager.

Exercises direct supervision over maintenance staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Organize and supervise crews of skilled and semi-skilled personnel in the repair and maintenance of public works facilities including such things as street resurfacing, repairing, grading and patching; sidewalk, curb and storm drain removal and replacement; and snow removal operations.
- Participate in the full range of public works maintenance activities; perform minor repairs on equipment and report the need for major repairs; and operate construction equipment such as backhoes, graders, loaders and striping equipment for a variety of road maintenance and snow removal operations.
- Communicate and work with other departments and local agencies when needed.
- Inspect public works facilities for needed maintenance and repairs.
- Investigate and respond to public inquiries and complaints regarding maintenance problems.
- Inspect crew's work while in progress and at completion.
- Assist in preparing cost estimates for public works maintenance and repair activities and recommend the purchase of necessary equipment and supplies.
- Assist in coordinating public works maintenance activities with other departments and agencies.
- Supervise, train, and evaluate staff.
- Organize and supervise crews of skilled and semi-skilled personnel in the repair and maintenance of parks.

- Perform work in emergency situations as required.
- Maintain daily work logs, vehicle operation logs and street maintenance reports.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Materials, methods, practices and equipment used in public works maintenance and repair activities.
- Occupational hazards and standard safety precautions.
- Safe work practices.
- Operation and maintenance requirements of a variety of light and heavy power-driven equipment.
- Principles of supervision and training.

### Ability to:

- Interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Operate a variety of heavy and light power-driven equipment, both gas and diesel.
- Compile and maintain complex and extensive records; prepare routine reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

### Experience and Training:

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:

#### Education:

Equivalent to completion of the twelfth grade, supplemented by specialized training in supervision and heavy construction and/or equipment operations.

Experience:

Four years of increasingly responsible experience in public works and/or park maintenance, including supervisory responsibilities.

Licenses:

Possession of a valid California Class A driver license, with appropriate Department of Motor Vehicle endorsements.

**TOOLS AND EQUIPMENT USED**

Motorized vehicle and equipment, including dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, emulsion spray unit, asphalt crack sealing equipment, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch. Computer and office equipment.

**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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will frequently involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell for up to 12 hours a day. The employee is frequently required to sit, climb ladders/stairs, balance, stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to frequently lift and/or pull or push up to 50 pounds and occasionally up to 100 with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to maintain work pace, relate to others, advise, counsel,

influence, lead, train or give instruction, supervise employees and work independently as well as in group activities. Employee is expected to regularly interact with the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Employee will also be required to work in an office environment on occasion.

The noise level in the work environment is usually loud.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.