

CITY OF SALINAS

PUBLIC SERVICE MAINTENANCE CREW SUPERVISOR

BARGAINING UNIT/CLASS CODE:

SEIU SUPV. / P03

DEFINITION

To assume substantial responsibilities for the daily supervision of multiple small crews in the Street and Sewer Division of the Maintenance Services Department; and to perform a variety of semi-skilled and skilled task in the construction, maintenance, and repair of streets, sidewalks, signs, sewers, storm drains, pump stations, or traffic systems.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and supervisory class. Positions in this class exercise daily supervision of assigned personnel under the direction of a Maintenance Manager. It is distinguished from the Public Service Maintenance Worker III by the greater extent of the supervisory responsibility and lead supervision over multiple crews or one large crew. It is distinguished from the Maintenance Manager in that it does not have full responsibilities for organizing and assigning work, evaluating and changing work procedures, program development and recommending employee selections, promotions or discipline.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Maintenance Manager. Exercises functional supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Coordinate with the assigned Maintenance Manager in organizing and planning work assignments. Supervises, train and evaluate subordinate employees. Assign specific tasks to individuals and crew to accomplish assigned work. Lead a large crew for major construction and maintenance jobs. Assist the assigned Maintenance Manager with administration of division activities; keep records, prepare reports, estimate job costs, order materials, evaluate work procedures. Perform routine and complex street maintenance duties; operate construction and maintenance equipment such as trucks, tractors, sweepers, and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and gutters, sewer lines, and drainage channels. Supervise and assist in concrete/ asphalt street repair projects. Supervise and assist crews forming, pouring and finishing concrete; and using a variety of powerized cutting and breaking tools and equipment on this and other rough carpentry work. Supervise and assist crews performing weed abatement projects; special event traffic and crowd circulation projects; and storm pipe, drain and catch basin cleaning and maintenance work. Direct and perform sewer and pump maintenance crew work; operate and supervise others using maintenance equipment and tools such as power tools, hydraulic jet cleaner, vac-all, front loader, compressor, power wench, boom truck, main and auxiliary pumps, and related equipment and tools. Supervise and perform routine preventive maintenance on equipment per manual specifications. Supervise and assist in the installation and repair of underground pipes, and maintenance of sewer and storm drain systems. Utilize and oversee that proper safety precautions related to all work performed are consistently observed. Assist in the maintenance and use of maps of underground sewer and drainage system maps and other technical instruments. Supervise and assist the painting of traffic markings on streets, cross walks, parking lots, and curbs; in maintaining streetlights and traffic signals; the fabrication, installation and removal of standard and specialized street signs; and the maintenance of the traffic supply inventory. Coordinate and perform emergency street, sewer, storm drain, street light, traffic signal, wastewater treatment facility and other public service maintenance work as required. Perform related duties as assigned.

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PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 50 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. Ability to work in an environment with loud equipment noises.

WORKING CONDITIONS

Working environment is shared between and office, and the out-of-doors. Work outdoors under adverse conditions in heat, wind, cold and rain. Occasional need to perform heavy manual labor for several hours in a given day bending, crouching, kneeling, pushing/pulling and reaching in all directions. Work in and around potentially hazardous substances, including pesticides, herbicides and motor fuel. Physical mobility sufficient to move frequently about an open excavation and rough asphalt, either by walking, driving a truck or while operating apparatus, and to move about an office work environment. Office environment work is subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions with some time spent working at a computer terminal. Drive a motor vehicle, various street repair apparatus, and travel to attend classes, seminars and occasional out-of-town meetings.

QUALIFICATIONS

Knowledge of:

City policies and procedures in a variety of public service maintenance areas. Employee training and supervision principles and techniques. Supervisory roles and responsibilities in general construction projects planning implementation. Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of streets, sewers, sidewalks, signs, storm drains, and parkways, and municipal buildings. Procedures and techniques of concrete and asphalt work. Hazards associated with infrastructure work and proper safety precautions. Traffic laws, ordinances, and rules involved in truck and heavy equipment operations. Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment. Standards relating to installation, location and required maintenance of traffic signs and pavement markings. Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work. Governmental regulations covering pesticides and herbicides.

Ability to:

Plan, organize, assign, direct, supervise, evaluate and review the work of construction and maintenance crews. Keep neat and accurate records; prepare clear and concise reports. Evaluate work procedures and practices; recommend and implement improvements. Estimate job costs; accurately order supplies; maintain an inventory. Perform skilled maintenance, construction and repair work. Work effectively in the absence of close supervision. Use and operate a variety of vehicles, hand tools, mechanical equipment, power tools and equipment required for infrastructure work; and supervise others in these duties. Use, maintain and assist others in reading and understanding maps and blueprints. Perform routine and specialized concrete, pipe, masonry, and painting projects from planning through completion. Foster cooperation working relationships with others; and among all City work crews.

Skills to:

Use a variety of powerized and manual tools, vehicles and equipment in construction and maintenance work.

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License or Certificate:

Possession of a valid California Class B Drivers License. Possession of a California Pesticide Applicator Certificate within six (6) months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination of equivalent to completion of the twelfth grade or a certified building trade apprenticeship program; and four years of journey level construction trade experience, which includes two years as a lead worker.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 5-96, REV: 01-07