

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PUBLIC WORKS SUPERVISOR

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general direction, to plan, organize, supervise and review the programs and activities of the public works division which may include: operation, maintenance and repair of streets, drainage systems, sewer and water distribution systems, municipal facilities and custodial services; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class may be assigned to various functional areas, such as, utilities and street maintenance, water and sewer operations, or facilities maintenance. Positions at this level are distinguished by their responsibilities supervising several dissimilar functional areas or typically recognized complex or specialized areas.

KEY RESPONSIBILITIES:

Plan, organize and supervise subordinate personnel in assigned divisional programs and activities. Assigned areas may include, but are not limited to the following: the operations, maintenance, construction, and/or repair of streets, sewer collection and water distribution systems, facilities, and custodial services.

Oversee the accuracy and maintenance of time, material and equipment use records; prepare job estimates and establish priorities for work crews.

Supervise preparation and administration of Public Works contracts as necessary for operations.

Requisition supplies and materials and monitor inventories.

Recommend the purchase of equipment and assist in the development of specifications.

Receive, investigate, and resolve complaints.

Check assigned functional areas, such as, streets, sidewalks, curbs, gutters, equipment, storm drains, city buildings and other related facilities and equipment, for needed maintenance and repairs.

Inspect work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner.

Ensure the maintenance of various records and prepare reports as required.

Ensure the adherence of safe work practices by field maintenance personnel.

Assist in the preparation of a variety of bid specifications and administration of contracts as necessary.

Coordinate field services maintenance activities with other city departments, divisions, and sections, and with outside agencies.

Perform related duties as assigned.

QUALIFICATIONS: (May vary depending on the assignment.)

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Materials, methods, practices and equipment pertaining to the operation of the assigned functional area.
- Types and level of maintenance and repair activities generally performed in a public works field division maintenance program.
- Applicable federal, state, and local codes and regulations related to assigned functional areas.
- Occupational hazards and standard safety precautions necessary in the work.
- Geography of the city, including the location of streets, drainage and sewer facilities.
- Practical elements of civil engineering as they relate to street, drainage, and sewer maintenance and repair.
- Principles of organization, administration, budget and personnel management.

Ability to:

- Supervise a comprehensive program for assigned functional areas, such as, operation, maintenance and repair work for streets, drains, facilities, water and sewers.
- Determine cost-effective ways for efficient and effective operation of functional responsibilities.
- Supervise the maintenance of records and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate subordinates.
- Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade and supplemented by course work or specialized training in construction, civil engineering and construction-related subjects, and

Four years of increasingly responsible experience in the assigned area, including two years in a lead or supervisory capacity.

License or Certificate:

Possession of a valid California Driver's License.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, vendors, contractors, and the public encountered in the course of work.

Depending on the assignment, incumbents may be exposed to standard office environments as well as dirty, dusty, smelly environments, on construction sites, in confined spaces in underground sewer stations, atop water tanks and in reservoir areas in the course of inspecting and monitoring work or supervising work crews.

Employee is required to attend meetings and travel within and outside city limits during normal work hours and periodically in the evenings and on weekends during emergency call outs.

This is an at-will management classification.

DATE APPROVED: Dec. 7, 2007