CITY OF SANTA CRUZ
FIELD SUPERVISOR

Reports to:	**Field Superintendent or Other Management Position**
Supervises:	**Field Crew Leaders, Maintenance Workers and Other Classes as Assigned**
Bargaining Unit:	**Supervisory**

BASIC FUNCTION

Under direction, plans, schedules, coordinates and supervises the work of field maintenance crews in the development and maintenance of storm drains, water production and distribution systems, traffic systems or parks; and does other related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the full supervisory level of the service and parks field operations series. Incumbents regularly plan and supervise the work of three or more crews. The work requires the application of a thorough knowledge of the tools, equipment and techniques used in the division to which assigned and the ability to plan and coordinate a number of simultaneous work activities.

IMPORTANT AND ESSENTIAL DUTIES *(May include, but are not limited to the following:)*

- Plans and schedules work programs, projects and assignments; coordinates work activities between crews, with other city personnel, and with outside contractors; assists maintenance crews as required.
- Recommends the hiring of new employees; develops and coordinates skill and safety training programs; supervises and evaluates the performance of workers; maintains discipline and productivity of crews.
- Estimates, selects and orders the supplies, materials and parts used by workers; schedules equipment required.
- Maintains logs, timesheets, inventories and other records; prepares reports on projects, activities or issues as assigned.
- Assists with the development of the division budget by developing time and material estimates and recommending major equipment purchases and operational changes; implements and controls the adopted budget.
- Monitors activities to insure compliance with safety regulations, performance and operation standards and other city policies and procedures.
- Develops and directs maintenance programs for equipment and tools.
- Contacts and coordinates with outside vendors and contractors for various services needed.
- Responds to questions and complaints from the public relating to division activities and explains city or department policies; consults with crew leaders to resolve technical, operational or personnel problems.
- May be called on during off-duty hours to assist with emergencies related to division activities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Skills and Abilities

Thorough knowledge of:

- standard safety practices and regulations issued by the California Occupational Safety and Health Administration (CAL-OSHA).
- proper techniques of traffic control.

Skills to:

- effectively and safely operate small equipment related to the construction and maintenance trades.
- effectively and safely operate construction equipment such as backhoes, front-end loaders and trucks.
- perform maintenance and repairs on tools and equipment.

Demonstrated ability to:

- read and interpret engineered plans, sketches, diagrams and construction markers.
- coordinate, direct, train and evaluate the work of others.
- resolve technical construction and maintenance problems as appropriate for the situation.
- perform accurate calculations and estimates of materials and labor.
- plan and coordinate large maintenance projects.
- prepare and maintain accurate paperwork such as records, orders, surveys and reports.
- act in a courteous and diplomatic manner with individuals contacted on the job.
- safely perform heavy labor involving frequent bending, pulling, pushing, lifting and carrying of up to 100 pounds (as determined by a pre-employment physical).
- work in extreme weather conditions and perform call-back work as required.

In addition to the above, the following qualifications are also required for specific positions.

Water Distribution Field Supervisor

- Thorough knowledge of the techniques, equipment, and materials used in the installation, maintenance, and repair of water mains, valves, hydrants, services, and related facilities.
- Ability to effectively operate computerized maintenance management systems.
- Ability to read and interpret facility and equipment operation and maintenance manuals.
- Ability to perform standby duty on a rotating basis as required.
- Must reside within a 30-minute response time of the city corporation yard by end of the probationary period.

Water Production Field Supervisor

- Thorough knowledge of the techniques, equipment and materials used in the installation, maintenance, repair, and operation of water pumps, valves, motors, meters, electric controllers, chlorine equipment, pipelines, automatic control valves, and related facilities.
- Working knowledge of the operation and maintenance of telemetering systems and radio transmitting and receiving units.
- Some knowledge of landscape gardening and/or gardening methods.
- Ability to effectively operate computerized maintenance management systems.
- Ability to read and interpret facility and equipment operation and maintenance manuals.
- Ability to perform standby duty on a rotating basis as required.
- Must reside within a 30-minute response time of the water treatment plant by the end of the probationary period.

Parks Field Supervisor

- Thorough knowledge of the techniques, equipment and materials used in the development, renovation and maintenance of parks or related facilities, including picnic areas, playgrounds, ball fields, median strips, street trees, etc.
- Thorough knowledge of the proper procedures for safely handling and applying toxic materials such as fertilizers and pesticides.
- Thorough knowledge of western states' horticulture.
- Working knowledge of the principles and practices of landscape water management.

Traffic Maintenance Field Supervisor

- Thorough knowledge of the practices and equipment used in managing traffic via signage and traffic signals.
- Knowledge and ability to maintain computerized record systems.
- Basic knowledge of traffic signal controller systems.

Education and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities listed is qualifying. A typical way to obtain these qualifications would be:

- High school graduation or G.E.D. and five (5) years of experience in the installation, maintenance, and repair of water production or distribution systems, traffic systems, parks, or as appropriate for the division to which assigned; with at least two of those years at a lead or supervisory level equivalent to the City's field crew leader.

Licenses and Certificates

All Field Supervisor Positions

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

Water Distribution Supervisor

- Possession at time of hire and continued maintenance of a Grade 2 Water Distribution Operator Certificate from the American Water Works Association (AWWA).

Water Production Supervisor

- Possession at time of hire and continued maintenance of a Grade 2 Water Plant Operator's Certificate from the California Department of Health Services.

Parks Supervisors

- Possession at time of hire and continued maintenance of a certified commercial applicator's license, category B.

Traffic Maintenance Field Supervisor

- Certification from the International Signal Maintenance Association.

DESIRABLE QUALIFICATIONS

- Possession of a Grade 3 Water Distribution Operator Certificate from the American Water Works Association for the Water Distribution Field Supervisor position.

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