

# CITY OF SANTA CRUZ STREET MAINTENANCE SUPERVISOR

Reports to: Public Works Operation Manager

Supervises: Field Crew Leaders, Senior Maintenance workers, Service Maintenance

Workers, and other classes as assigned

**Bargaining Unit:** Supervisory

## **BASIC FUNCTION**

Under general direction, plans, coordinates and directs the construction and maintenance activities of the City's streets, sidewalks and flood control facilities; and performs other related duties as required.

## **TYPICAL DUTIES** (May include, but are not limited to the following):

- Plans, organizes and directs street maintenance and construction activities performed by City personnel, including City streets, storm drains, curbs and gutters and City storm sewers.
- Plans, organizes and directs the maintenance of Flood Control facilities, including pump operation maintenance, gates, levees, the removal of weeds and growth in the drainage ditches and catch basins and the removal of sand and silt from rivers and City channels.
- Plans, organizes and directs the repair of sidewalks, curbs and gutters.
- Develops, 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.
- Prepares the preliminary budget proposal for division, develops time and material estimates and recommends major equipment purchases and operational changes; implements and controls the adopted budget.
- Monitors activities to ensure compliance with safety regulations, performance and operation standards and other City policies and procedures.
- Contacts and coordinates with outside vendors and contractors for various services needed.
- Obtains permits from appropriate government agencies for flood control, street operations and special projects.
- Responds to questions and complaints from the public relating to division activities and

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- explains City or department policies; consults with crew leaders to resolve technical, operational or personnel problems.
- Provides technical guidance and advice to other City departments, divisions and sections.
- May be called on during off-duty hours to assist with emergencies related to division activities.

## **MINIMUM QUALIFICATIONS**

# Knowledge, Skills and Abilities

#### Knowledge of:

- the construction safety orders issued by the State Division of Industrial Safety.
- proper techniques of traffic control.
- the principles and practices of planning, budgeting and directing construction and maintenance projects.
- the techniques, equipment and materials used in the construction, maintenance and repair of City streets, sidewalks, curbs, gutters and storm drains.

#### 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.

### <u>Demonstrated ability to:</u>

- monitor the budget for supervised activities.
- 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 and budgets.
- 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).
- Willingness to work in extreme weather conditions and to perform call-back work as required.
- Must reside within a 30-minute response time of the City corporation yard by end of the probationary period.

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## **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 GED and five years of experience in the installation, maintenance and repair of City streets, sidewalks and flood control facilities, with at least two of those years at a lead or supervisory level equivalent to the City's field crew leader.

## **Licenses**

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Possession by the end of the probationary period and continued maintenance of a valid California Class A driver's license with proper endorsements, and a safe driving record.

## **PREFERRED QUALIFICATIONS**

• Skill to operate heavy construction equipment such as bulldozer tractors, cranes, motor graders and equipment transports.

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