



## City of Sebastopol

### PUBLIC WORKS OPERATIONS SUPERVISOR

#### **DEFINITION:**

To plan, organize, direct and supervise the work of staff involved in the construction, maintenance, and repair of streets, water, sewer, parks and related public works facilities; to coordinate with other City departments and outside agencies for the completion of projects; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS:**

The Public Works Operations Supervisor level recognizes positions that perform full supervisory responsibilities for a unit including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over maintenance staff.

#### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the construction, maintenance and repair of public works infrastructure; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff assigned to the construction, maintenance and repair of streets and roadways, parks and facilities, and water and sewer lines
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Supervise the repair and patching of streets and other roadways, including potholes and resident concerns regarding pavement surfaces and sidewalks.

- Supervise the construction, maintenance, and repair of parks and related facilities such as restrooms, playgrounds, gazebos, fencing, bridges, pathways, and lighting, and City pool.
- Supervise the construction, maintenance, and repair of water and sewer lines and mains, pumping and booster systems; and stormwater system, related facilities; supervise water meter reading, maintenance, and replacement.
- Prepare and submit State regulatory reports.
- Supervise the operation of equipment used in construction and maintenance work; coordinate for the outside repair of vehicles and equipment.
- Supervise the maintenance and repair of City buildings and facilities.
- Receive and respond to questions and complaints received by the public regarding Public Works facilities.
- Inspect the work performed by staff and outside contractors, ensuring consistency with City standards.
- Coordinate with Engineering for the completion of capital improvement projects and issuance of encroachment and special event permits.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

Knowledge of:

- Methods for the construction, maintenance and repair of streets, water distribution, water treatment and sewer collection systems.
- Equipment, tools and materials used in the repair, maintenance, and construction of streets, water distribution, water treatment and sewer collection systems.
- Underground utilities and asphalt placement and repair.
- Pertinent local, State, Federal rules and regulations and laws.
- Principles of supervision, training and performance evaluations.

- Basic principles of budget monitoring.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct public works maintenance and construction operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.
- Read and interpret technical documents.
- Interpret and explain pertinent department and City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train and evaluate assigned staff.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and/or Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in Construction Management, Business Administration, Public Administration or another field of study applicable to the responsibilities and requirements of this job class.

Experience:

Three years of increasingly responsible public works construction and maintenance experience including one year of lead responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a California Water Environment Association Grade I Wastewater Collection System Maintenance Certificate at the time of appointment.

Possession of a California State Water Resources Board Grade 1 Water Distribution Operator Certificate at the time of appointment.

Possession of a Grade 1 Water Treatment Operator Certificate at the time of appointment.

Possession of a California Water Environment Association Grade II Wastewater Collection System Maintenance Certificate within 18 months.

Possession of a California State Water Resources Board Grade 2 Water Distribution Operator Certificate within 18 months.

Possession of a Grade 2 Water Treatment Operator Certificate within 18 months.

Completion of Storm Water Best Management Practice Municipal course within 12 months.

Working Conditions:

Work is performed in either a typical temperature controlled office environment subject to typical office noise and environment or in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Positions may be required to work outside of normal business including evenings and weekends.