

Proposed November, 2018

CITY OF SANTA CLARA, CALIFORNIA
PUBLIC WORKS SUPERVISOR

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EDUCATION AND EXPERIENCE

Minimum Qualifications:

For all Divisions:

- Graduation from high school or possession of a GED
- Five (5) years of progressive experience, with a minimum of two (2) years as a lead or supervisor in at least one of the following areas:
 - a) Repair of Fleet vehicles and equipment to include heavy and light power-driven equipment, aerial trucks, combination trucks, fire apparatus, and various other specialized equipment used in Public Works Departments that burn gas, diesel, and alternative fuels.
 - b) Building construction trades, including painting, carpentry, plumbing, minor electrical work, building hardware, and/or building security including key and alarm systems.
 - c) Maintenance, operation, installation, and troubleshooting of diesel and gas engines, heating, ventilation, air conditioning, emergency generators and mechanical equipment found in heavy duty machinery and large buildings, such as manufacturing plants, office buildings, or public building.
 - d) Operation of street maintenance equipment, spray painting equipment, and the installation of pavement marking materials.
 - e) Street or storm drain construction and/or maintenance experience.
 - f) Grounds-keeping, gardening, tree trimming, or landscape maintenance.

Possible Substitution:

- Five (5) additional years of progressive experience in any area listed above may be substituted for the required two (2) years of lead or supervisor experience.

Desirable Qualifications:

For all Divisions:

- An Associate Degree in Automotive Technology, Business, Construction Management, Public Administration, or related field.

For the Facilities Division – Mechanical Maintenance:

- Experience with in-house Building Management System (B.M.S.), Direct Digital Controls (D.D.C), and Variable Air Volume (V.A.V.).

For the Traffic Division:

- Courses and training classes in traffic safety and control, traffic signage and marking, and traffic maintenance tasks.

For the Landscape Division:

- Possession of a valid California Pest Control Advisor's license.
- Possession of a valid certificate by the International Society of Arboriculture (ISA) as an

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Arborist.

LICENSES AND/OR CERTIFICATIONS

All licenses and/or certifications are required at the time of appointment and for the duration of employment, unless stated otherwise.

For all Divisions:

- Possession of a valid California Class C driver's license.
- A Fall Protection Certification is required at the end of the probationary period and for the duration of employment.

For the Fleet Operations Division:

- Possession of a valid California Class A driver's license with Air Brake and Tank.
- Possession of at least two of the following licenses/certifications (Current City Employees hired prior to 2018 will have 12 months to acquire two of the following):
 - a) M.A.C. or A.S.E Air Conditioning License
 - b) A.S.E. Master Automotive Technician
 - c) A.S.E. Master Heavy Duty Truck Technician
 - d) Unlimited Class Smog License
 - e) California Fire Mechanic 1, 2, or 3

For the Facilities Maintenance Division – Mechanical Maintenance:

- Possession of a HVAC/Refrigerant certification.
- Possession of a California State issued Forklift certification is required by the end of the probationary period and for the duration of employment.
- RRP Certification for the renovation, repair and painting of public facilities is required by the end of the probationary period and for the duration of employment
- Competent Person Class III Certificate for asbestos 16-hour training to comply with Cal-OSHA, Title 8, CCR 1529

For the Traffic Division:

- Possession of an International Municipal Signal Association (IMSA) Signs Senior Technician Level III and Pavement Markings Senior Technician Level III certification is required by the end of the probationary period and for the duration of employment.
- Possession of a Traffic Flagging and Safety.

For the Landscape Division:

- Possession of a valid California Qualified Applicator's Certificate (QAC) in categories B, C, and F (City employees hired prior to 2018, Category F is desired).
- Possession of a Traffic Flagging and Safety certification.

For the Street/Storm Maintenance Division:

- Possession of a Traffic Flagging and Safety certification.

DISTINGUISHING CHARACTERISTICS

The Public Works Supervisor is a supervisory position in the classified service in the Public

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Works Department serving one of the following divisions: Fleet Operations, Facilities Maintenance, which includes Building Maintenance and Mechanical Maintenance, Traffic, Street/Storm Maintenance, or Landscape Maintenance. An incumbent in this class supervises the activities of lead staff, field crews, and individuals working on the inspection, service, and repair of City-owned equipment and vehicles; maintenance and repair of City buildings; maintenance, operation, installation, troubleshooting, and repair of electrical and mechanical equipment in City buildings; traffic maintenance activities; street and storm drain construction; or landscape maintenance. An incumbent in this class exercises independent judgement and discretion not of a routine or clerical nature.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general supervision:

For all Divisions:

- Assigns, schedules, organizes, coordinates, reviews, and participates in the activities of assigned staff, including sublet work
- Inspects work in progress to ensure conformance with assignment
- Maintains time and material records, schedules, and reports using Microsoft Office Suite
- Trains and instructs staff in techniques, safety practices, equipment operation, and routine maintenance
- Supervises, trains, evaluates, plans, and reports on the performance of assigned staff
- Assists in the preparation of the budget
- Uses, maintains, and repairs hand and power tools of the trade
- Operates a mobile device/computer, such as a smart phone or tablet, to read, respond, and input data for an automated work management system
- Investigates and resolves service complaints and processes service requests
- Assist in developing scope of services for requests for proposal (RFP) and requests for quote (RFQ)
- Provides recommendations and purchases approved materials, supplies, and small equipment
- Performs other related duties as assigned

For the Fleet Operations Division:

- Issues purchase orders for repairs and inputs into Fleet Management application
- Creates work orders based on scheduled services and follows procedures to ensure proper flow of paperwork
- References technical, service, wiring, and specification manuals in the maintenance and repair of Fleet vehicles and equipment
- Assists Automotive Technicians in major repairs and with difficult diagnostic problems
- Ensures maintenance and repairs are in compliance with manufacturer's recommendations and California Code of Regulations Title 13 – Motor Vehicles
- Supervises aerial truck inspections per manufacturer's recommendations and American National Standards Institute (ANSI) guidelines; California Highway Patrol (CHP) Basic Inspection Terminal (BIT) program; annual emissions tests per California Air Resources Board (CARB) regulations and requirements; fuel station inspections, maintenance, repairs, and fuel levels

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- Assists in managing Fuel Management application to include fuel inventory, employee authorization, fuel authorization, and passive fueling system
- Supervises parts department operations including, order processing, invoicing, inputting parts inventory into Fleet Management application, inventory, and reconciliation

For the Facilities Division – Mechanical Maintenance:

- Maintenance and repair of emergency generators, boilers, chillers, building electrical systems, lighting systems, alarm systems, electro-mechanical, electrical and pneumatic control systems including Direct Digital Controls (D.D.C.)
- Formulates and administers a comprehensive preventative maintenance program and supervises staff in its operation
- Inspects and audits buildings for safety, health, and Building Code compliance
- May operate light duty vehicle, e.g. pickup truck

For the Traffic Division:

- Supervises and participates in the maintenance, design, production, installation, construction, and layout of the City's traffic control improvements, including, but not limited to, street traffic control signs, directional and/or informational signs, long line and short line striping of streets, raised pavement markers, messages, curb painting and parking lots
- Supervises the operation of a line striping machine, sign face applicator, and trucks
- Supervises the installation of fences, barricades and guard rails
- Administers graffiti abatement and illegal sign removal programs

For the Street/Storm Maintenance Division:

- Supervises and participates in street reconstruction and restoration activities, including but not limited to paving, sidewalk, curb, and gutter maintenance, seal coating, crack sealing, alley maintenance, storm system clearance, storm pump lift station maintenance, installation of storm drains, manholes, catch basins and other related facilities
- Manages the street encroachment permit database
- Supervises the street sweeping program
- Requests and assigns necessary supplies and materials, including base rock, hot asphalt mix, concrete cement, etc.

For the Landscape Division:

- Supervises landscape and hardscape maintenance at various City owned properties and public right-of-ways
- Assigns and supervises contractors and City staff engaged in trimming, removal, and emergency related tree issues
- Administers pest and weed control applications
- Installs, modifies, maintains, and repairs irrigation systems
- Recommends type, size, and arrangement of plants, trees, and irrigation systems for proposed landscaping areas
- Investigates new operational techniques, materials, and equipment to affect improved and more economical performance
- Reviews development plans

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KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

For all Divisions:

- Supervisory techniques and methods of motivating staff to perform efficiently
- Federal, State, and local laws, codes, and ordinances as related to assigned division
- Use, maintenance, repair, and safety procedures of hand and power tools
- Safety and environmental practices, procedures, and standards

For the Fleet Operations Division:

- Fleet Management, Fuel Management, Fuel Monitoring, Bureau of Automotive Resources (BAR) Smog inspection, and other various diagnostic software applications
- Standards and regulations on inspection, maintenance, and repairs of aerial trucks
- Service and repair technology related to a wide variety of Fleet vehicles and equipment, including gasoline, diesel, and alternative fuel engines
- California Highway Patrol (CHP) and Department of Transportation (DOT) requirements; California Code of Regulations in Title 13 – Motor Vehicles; American National Standards Institute (ANSI) guidelines; fuel and emission systems (California State emission standards)
- Standard methods, equipment, and material used in the operation and maintenance of emergency generators
- Hydraulic, vacuum, and air brake systems; standard and automatic transmissions
- Electrical systems, including AC and DC generators, motors, switches, relays, and solenoids; suspension systems, including wheels, tires, springs, axles, frames, and alignment; conveyor systems, including belts, chains, and sprockets

For the Facilities Division – Building Maintenance:

- Standard methods, equipment, and materials used in the building trades, especially carpentry, plumbing, painting, electrical, and floor covering
- Demonstrated ability to read and interpret electrical and mechanical blueprints
- Demonstrated proficiency in troubleshooting low voltage control wiring in HVAC and Building Automation System (BAS)

For the Facilities Division – Mechanical Maintenance:

- Standard methods, equipment, and material used in the operation and maintenance of emergency generators, heating, ventilating, air conditioning, and mechanical systems found in large public buildings
- Basic electrical and mechanical principles and practices
- Engine control systems and other program logic controls associated with maintaining emergency generators

For the Traffic Division:

- Traffic control construction and maintenance methods, equipment, terminology, and principles of traffic engineering, including the Manual on Uniform Traffic Control

For the Street/Storm Maintenance Division:

- Construction and a maintenance methods, equipment, tools, and terminology used in street maintenance and repair work

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For the Landscape Division:

- Methods, procedures, materials, and equipment pertaining to street beautification, landscape maintenance, tree maintenance, and pest control
- State of California Pest Control Regulations

Ability to:

For all Divisions:

- Plan, assign, supervise, and review the work of assigned staff
- Evaluate situations, identify problems, and exercise sound independent judgement within established guidelines
- Read, understand, and interpret blueprints, technical manuals, plans, and sketches
- Make arithmetic calculations for determining materials need and other measures
- Train and instruct staff
- Interpret, apply, and explain pertinent Federal, State, City, and departmental laws, codes, policies, and procedures
- Use a mobile device to read, respond, and input data for an automated work order management system
- Operate a personal computer, and other standard office equipment
- Prepare and maintain thorough and concise work records using computer software, such as Microsoft Office Suite
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with employees and the general public
- Work in a team based environment to achieve common goals
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, crawl, climb, and lift up to 50 pounds of static weight as necessary to perform assigned duties

For the Fleet Operations Division:

- Diagnose, service, repair, and overhaul a wide variety of vehicles and equipment, including gasoline, diesel, and alternative fuel engines
- Use gas and arc welding equipment

SUPERVISION EXERCISED

Provides direct supervision to Automotive Technician I/II/III, Senior Materials Handler, Fleet Coordinator, Building Maintenance Workers, Utility Workers, Custodians, Mechanical Maintenance Workers, Street Maintenance Worker I/II/III/IV, Equipment Operator, Street Sweeper Operators, Grounds Maintenance Workers, Senior Tree Trimmers, and other assigned staff.

SUPERVISION RECEIVED

Receives general supervision from the Fleet Manager, Facilities Maintenance Manager, Deputy Director of Public Works, or other supervisor as assigned.

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OTHER REQUIREMENTS

- May be required to work odd and unusual hours in the performance of duties and in emergency situations and to be available on an on-call basis, as assigned.
- Incumbents with a California Commercial driver's license may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.