

CITY OF MADERA

STREETS AND STORM DRAINAGE SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under direction, plans, coordinates, assigns, participates in, directs and supervises the day-to-day operation and maintenance of the City's streets and storm drainage division; assists in the training of lower level Public Works positions; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Streets and Storm Drainage Supervisor** is the supervisory level class in the Streets and Storm Drainage Division of the Public Works Department. Incumbents perform semiskilled and skilled duties in the construction, repair and maintenance of the City's street and storm drainage systems. This classification is distinguished from the next higher classification of Streets and Storm Drainage Operations Manager by the performance of division level supervisory responsibilities.

SUPERVISION EXERCISED

Receives general supervision from the Streets and Storm Drainage Operations Manager. Exercises direct supervision over streets and storm drainage systems staff and crews.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction and installation work in streets and storm drainage facilities; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of streets and storm drainage staff and crews performing manual, semi-skilled and skilled work in the maintenance, inspection, repair, installation, and construction of the City's streets and storm drainage systems.
- Plans, schedules, assigns and evaluates streets and storm drainage staff and crew performance; supervises and provides training to staff and crew members; ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

- Identifies streets and storm drainage deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement opportunities and strategies.
- Plans and executes preventative maintenance programs and measures designed to prevent service interruption and protect capital investment.
- Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.
- Coordinates division activities with other City divisions, departments and public agencies.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Routinely records and reports work activities within targeted geographic areas; develops recommendations for purchasing equipment appropriate to the system; estimates materials and equipment needs; maintains records of work time, material usage and work performed; develops recommendations for staffing modifications and improvements to the streets and storm drainage systems.
- Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.
- Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement, recommend and implement solutions.
- Performs other duties as assigned.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the

incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Streets and Storm Drainage Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of progressively responsible full-time paid work experience in the operation and maintenance of community streets and storm drainage systems which includes at least one year of full-time experience providing lead or full first-line supervisory direction, and a high school diploma or equivalent.

License Required

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, and repair of streets and storm drainage systems; principles and practices of project design, cost estimating and management; operational characteristics of specialized construction and maintenance tools and equipment; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques for record keeping; occupational hazards and standard safety procedures.

Ability to:

Select and supervise subordinate staff; supervise and direct the operations and activities of a Public Works division; analyze a complex issue and develop and implement an appropriate response; prepare and administer a division budget; analyze and evaluate new and existing service delivery methods and standard operating procedures; oversee and perform maintenance, repair and installation of asphalt, signs, concrete and storm drains; perform heavy manual labor; drive and operate trucks and construction equipment; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely, both orally and in writing. Ability to complete

reports, correspondence, etc. using a computer and applicable software. Establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.