

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to plan, assign, and direct the work of road crews within an assigned area of the County; to supervise the maintenance, repair, and construction of roads, culverts, and bridges; to direct snow removal work; to perform highly skilled heavy road construction and maintenance equipment operations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Public Works Maintenance Worker Class series. Incumbents in this class are responsible for supervising and directing the work of assigned Public Works Maintenance Workers in a specific area of the County. In addition to supervisory responsibilities, incumbents must skillfully operate a wide variety of specialized heavy construction and road maintenance equipment. This class is distinguished from Public Works Maintenance Lead Worker by the exercise of full supervisory responsibilities for assigned staff. Incumbents in this class are subject to twenty-four hour "call-out" for road related emergencies and snow removal.

REPORTS TO

Deputy Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

Public Works Maintenance Worker I, II, III, and Public Works Maintenance Lead Worker.

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EXAMPLES OF DUTIES

- Assigns and supervises the work of road maintenance crews, giving instructions and technical assistance.
- Oversees the construction, patching, and resurfacing of roads, the repair and construction of culverts, and performance of snow removal work.
- Directs and oversees the clearing of brush and weeds from rights of way and shoulders.
- Maintains controls on labor, equipment, and materials used.
- Inspects County roads, bridges and related facilities to determine the extent and cost of needed maintenance and repairs.
- Estimates material, labor, and equipment needs for projects.
- Consults with the Deputy Director of Public Works in planning and laying out projects.
- Assigns equipment for maximum utilization.
- Evaluates the work of assigned personnel.
- Provides safety training.
- Skillfully operates heavy power-driven equipment in the maintenance and construction of County roads.
- Grades roads and sites to proper specifications.
- Cuts, levels, and otherwise prepares roadbeds and sites.
- Mixes, spreads, and compacts surfacing materials.
- Finishes road surfaces and shoulders.
- Performs regular maintenance and repair assignments.
- May perform blasting projects.
- Provides on-the-job training and direction to crew members in equipment operations.
- May serve as a member of the Safety Committee and attend safety meetings.
- Responds to and deals with public complaints.
- Insures proper maintenance and upkeep of assigned equipment.
- Maintains a variety of records and reports.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing over 100 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of maintenance equipment such as backhoes, graders, front end loaders, and snowplows.

TYPICAL WORKING CONDITIONS

Work is performed outdoors in varying temperature, weather, and humidity condition; work is performed in environment with constant noise; exposure to grease and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures, tools, equipment, and materials used in the maintenance and construction of roads, bridges, and public works facilities.
- Geography of an assigned area of the County and the location of County roads.
- Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers, and related equipment.
- Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment on streets and roads.
- Work safety methods and programs.
- Principles and techniques of supervision, training, and work evaluation.

Ability to:

- Plan, organize, and supervise County road, bridge, and public works facility maintenance and construction in an assigned area of the County.
- Inspect public works facilities and roads for deficiencies and develop recommendations for corrective action.
- Establish priorities and direct the activities of an assigned work area.
- Accurately estimate cost, time, equipment, and material needs for maintenance and construction projects.
- Skillfully operate heavy road construction and maintenance equipment including loaders, graders, trucks, rollers and related equipment.
- Skillfully operate snow removal equipment.
- Maintain time and equipment records.
- Prepare clear and concise reports.
- Effectively represent the Public Works Agency in contacts with the public and other government agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience performing work comparable to that of a Public Works Maintenance Lead Worker with Plumas County.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.

Incumbents transporting hazardous materials may be required to possess special endorsements.

Some positions in this classification may be required to possess Blaster Certification from the State of California.