

COUNTY OF SOLANO

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

Supervises a crew of road maintenance and construction workers and plans, organizes, assigns, and directs all aspects of construction and maintenance of public transportation construction activity which may include roads, right-of-way, easements, traffic control maintenance, or channel levee and bridge maintenance activities; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a supervisor level class responsible for monitoring and overseeing the monitoring, repair and maintenance of County roads or properties. Oversees and participates in the operations, services, and activities of the assigned section, unit or work group. Monitors and reviews work in progress, providing technical assistance and guidance. This class is distinguished from Operations Manager in that the latter has overall responsibility for all County road and traffic maintenance activities. This class is distinguished from the Road Maintenance Superintendent in that the latter is responsible for performing the full scope of manager/superintendent level tasks with responsibility for managing, planning, supervising, and coordination the operations and activities of a major organizational unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from a Manager or Superintendent.

Exercises supervision over assigned maintenance staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Supervises crews by determining procedures, assigning and reviewing work, and organizing daily activities; provides recommendations regarding personnel actions including promotions, transfers, discharges, and disciplinary measures; interprets and implements regulations and County policies to workers and enforces safety regulations; analyzes and resolves work problems or assists workers in resolving work problems, trains new workers; facilitates required drug and alcohol testing and prepares documentation.

Oversee the work of staff in a variety of functions which may include road maintenance, road signing/stripping, traffic sign construction and installation, and guardrail construction and installation or roadside and right of way vegetation management, weed control, tree trimming, brush removal, blading and grading of access roads, road and bridge repair, and/or channel maintenance depending on program assignment.

Conducts routine inspections to determine need for maintenance; responds to questions and complaints from the public involving drainage, roads and signing.

Ensures security, maintenance and safe operation of district facilities and equipment; assesses equipment readiness as to mechanical condition, safety and compliance with regulations; maintains inventory of light and heavy equipment tools and supplies.

Prepares a variety of reports, documentation and correspondence including statistical and narrative reports, budget requests, usage and accident reports, etc.; develops work program and prepares cost estimates regarding budget for assigned activities.

May be assigned to coordinate large or special programs/projects, which involve work throughout the County; coordinates with various local, state and federal agencies regarding work related activities; acquires right of entry on properties adjacent to work projects; coordinates work with regulatory, law enforcement and emergency personnel; may be assigned additional administrative responsibilities. Investigates and responds to inquiries and complaints.

May supervise major roadway construction activity; observes and secures suspected hazardous materials and provides transportation to disposal site as required; interacts and coordinates activities with law enforcement and emergency personnel during crisis situations.

Conducts routine inspections of equipment and machinery; assesses equipment readiness as to mechanical condition, safety and regulatory compliance.

Performs various administrative tasks; prepares time and production reports; documents actions taken; records activities, work methods, behavior and materials used; prepares statistical, narrative, budget, and accident/injury reports to comply with laws, regulations, and professional practices covering road maintenance; identifies, analyzes and implements changes to road maintenance procedures; represents the County with representatives of other departments and agencies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Supervisory techniques and methods used in overseeing a work crew.

Laws, regulations and policies related to program area.

Safe work methods in traffic.

Public administration including budgeting, program planning/evaluation and supervision.

Estimating project costs.

Security, maintenance and safe operation of district facilities and equipment.

Reporting requirements and preparation procedures for time, production and related reports.

Skills to:

Utilize basic office equipment and operate various road maintenance equipment including a tractor, trailer, backhoe, grader, excavator, graders, vegetation management equipment, and other heavy equipment.

Utilize basic office equipment.

Ability to:

Assign and review work, and organize daily activities.

Provide recommendations regarding personnel actions including promotions, transfers, discharges, and disciplinary measures.

Interpret and implement regulations and County policies to workers.

Enforce safety regulations.

Analyze and resolve work problem.

Receive and respond to requests and complaints from the public and other groups.

Assess equipment readiness as to mechanical condition.

Maintain inventory of light and heavy equipment tools and supplies.

Coordinate large or special programs/projects.

Document actions taken; record activities, work methods, behavior and materials used.

Prepare statistical, narrative, budget, and accident/injury reports to comply with laws, regulations, and professional practices governing road maintenance.

Identify, analyze and implement changes to road maintenance procedures.

Represent the County with representatives of other departments and agencies.

Read and understand maps and blueprints.

Understand, interpret and explain laws, regulations and policies governing program operations.

Develop and implement operational procedures; identify and analyze problems and implement changes.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Establish and maintain cooperative working relationships.

Experience and Education/Training

Experience:

Four years of progressively responsible experience in the program area including two years experience performing Senior or Lead Public Works Maintenance duties in Solano County or in a similar capacity in another agency.

Education/Training:

Vocation/technical course work in engineering, building trades or a related field preferred.

SPECIAL REQUIREMENTS

Specific assignments may require possession of a valid Class A Driver's license, Trench Plate Competent Person certification, CPR/First Aid certification or a Pesticide Applicator's Certificate.

SUPPLEMENTAL INFORMATION

Independent travel is required.

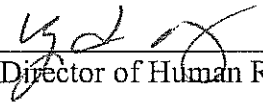
Incumbent may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Most tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Some tasks may require the ability to perform heavy manual labor associated with road maintenance tasks, which may include lifting objects of heavy weights. Administrative tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, and traffic hazards. Must be able to work in extremely hot environment and work outdoors in all types of weather conditions.



Director of Human Resources

Revised Date: June, 2002
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