

CITY OF RIO VISTA

PUBLIC WORKS 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, supervises, oversees, reviews and performs work activities and duties assigned to the Public Works Operations and Maintenance crews responsible for a wide variety of skilled, semi-skilled, and routine duties assigned to classes within the series including water production and distribution, streets, parks, pool, airport, sewer, facilities and storm drain. The Public Works Supervisor is a salary position.

DISTINGUISHING CHARACTERISTICS:

The **Public Works Supervisor** is the supervisory class above the Maintenance Worker and the Water Technician Series and below the Public Works Superintendent. Employee in this classification are responsible for a wide variety of maintenance and construction tasks. This classification is distinguished from the next lower classification of Water Technician as this position is the Chief Water Operator and distinguished from the Senior Public Works Maintenance Worker by the difficulty and complexity of assignments, and the performance of supervisory responsibilities. This position oversees water production and distribution, along with all other Public Works duties.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from both the Public Works Superintendent and the Director of Public Works. Exercises technical and functional supervision over lower level Public Works Operations and Maintenance staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervises schedules, leads, oversees, reviews and performs maintenance, repair, construction and installation work of City water system, streets, parks, landscaping, airport, pool, sewer and building facilities; implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Water & Sewer: Chief Water Operator overseeing the City domestic water production, treatment, and distribution, constructs and repairs storm conduits, curbs, gutters and drainage facilities; locates, installs, repairs and maintains water and sewer mains and lines; makes new sewer connections; repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters, boxes and backflow preventers; operates trucks and other

construction vehicles and equipment; locates and repairs leaks in water lines; cleans storm drains, flood control facilities and inlets; responds to emergency calls.

- Streets: Breaks and removes surfaces, digs, shovels, hauls, loads and unloads materials; operates jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks and other construction vehicles and equipment; inspects tools and equipment for safety and mechanical defects; removes and hauls trash; assists in the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs planning and operational oversight of the city's water production, treatment, and distribution, water, street, sewer, parks, airport, storm drain, pool, and facilities; works with the City Administrators regarding water distribution and sewer collection operations and developing operational plans.
- Provides general work assignments and direction to work crews; conducts meetings as necessary to discuss problems, issues, or updates.
- Supervises and manages activities and work processes of department employees; reviews, plans, and assigns duties; oversees staff training and development; provides work directives, guidance, and development; disciplines employees; addresses complaints and resolves problems as necessary.
- Performs emergency operations planning including preparedness and operations.
- Oversees and schedules City infrastructure repairs and maintenance.
- Prepares the City's Annual Water Report and Usage Report, monitors water testing results.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs other duties as required or assigned.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is welding and torch

cutting. The position also requires both near and far vision when operating heavy equipment and repairing irrigation systems. The need to lift, push and drag bags of cement and fertilizer, mowers and other 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 pool and other cleaning chemicals and ingredients exposing the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb unusual heights on ladders, use power, noise and vibrating producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary. A typical way of obtaining the required qualifications is to possess the equivalent of five years increasingly responsible experience in the maintenance, repair and alteration of buildings, grounds and facilities at a semi-skilled level or related work, and a high school diploma or equivalent. Specialized training in water treatment facility operations. One 3-unit (or 36-hour) course of specialized training covering the fundamentals of drinking water treatment and water supply principles.

License and Certificate Minimum Qualifications:

Possession of Water Treatment Operator III (T3) and Distribution System Certificate III (D3) certifications at time of application to be maintained as a condition of continued employment.

Possession of a Class C California driver's license at the time of appointment, to be maintained as a condition of continued employment. Within 18 months of appointment, possess and maintain a QAC Applicators License as a condition of continued employment. A Class B California driver's license is desirable.

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

Knowledge of:

Principles and practices of water treatment and distribution facility operations, Operating principles of treatment equipment such as valves, pumps and motors; Methods and techniques of maintaining, repairing and troubleshooting water treatment equipment and processes; Standard principles of the natural sciences including chemistry and biology; Basic mathematical principles; Laboratory analysis techniques and health standards for water; Operational and safety regulations pertaining to water treatment operations and vehicle and equipment usage. Water treatment chemicals used within the facility and their safe use and application; Sampling methods and techniques; Office procedures, methods, and equipment including computers and applicable software applications; Occupational hazards and standard safety practices and procedures; Pertinent federal state and local laws and

regulations pertaining to water treatment.

Practices, methods and materials used in sewer collection system, general construction, grounds maintenance and general maintenance work; street, sewer, water and other public works construction and maintenance equipment; operation, care and preventive maintenance techniques for heavy equipment and assigned power tools; methods, materials, tools and equipment associated with tree trimming, street, sewer, water, gutter, airport, sidewalk, painting, sign and street light maintenance; irrigation systems; provisions of the California Vehicle Code and other ordinances and rules involved in safe automotive operation on City streets; occupational hazards and standard safety practices.

Principles, methods and techniques of supervision, training and motivation of subordinate staff.

Ability to:

Oversee and perform skilled construction and maintenance tasks; read and interpret maps, sketches, drawings, specifications and technical manuals; read and interpret complex federal and state regulations regarding such things as traffic controls, herbicide applications, etc.; perform labor intensive manual tasks for extended periods of time; plan, organize and direct the work of subordinate staff; train semi-skilled and unskilled workers; keep accurate records; ensure safe working practices; work independently; understand and follow oral and written instructions; communicate clearly and concisely; establish effective working relationships with those contacted at work; respond to issues and concerns from the community.

Skill to:

- Safely and effectively operate a variety of maintenance, construction and heavy equipment, tools, materials and vehicles.
- Performs maintenance, repair, construction and installation of City streets, parks, landscaping, airport, pool and water, sewer and building facilities.
- Streets: Breaks and removes surfaces, digs, shovels, hauls, loads and unloads materials; operates jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; operates trucks and other construction vehicles and equipment; inspects tools and equipment for safety and mechanical defects; removes and hauls trash; assists in the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks.
- Water & Sewer: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; locates, installs, repairs and maintains water and sewer mains and lines; makes new sewer connections; repairs drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters, boxes and backflow preventers; operates trucks and other construction vehicles and equipment; locates and repairs leaks in water lines; cleans storm drains, flood control facilities and inlets; responds to emergency calls.
- Parks: Maintains lawns, shrubs and trees; applies herbicides and pesticides; cuts, sprays and removes

weeds; clears brush and debris; plants and maintains landscaped areas; installs and maintains watering and irrigation systems; operates tree trimming and other tools and equipment.

- Airport: Maintains runways, taxiways, runway and other lights, access road, landscaping and water lines.
- Building Maintenance: Performs maintenance, diagnostic and minor carpentry, plumbing, electrical, and welding repairs of City buildings.
- Pool: Maintains pool equipment and related facilities; monitors and adjusts the pool's chemical balance.
- May maintains a variety of records and documents of work performed and as mandated by Federal, state and local laws, ordinances, rules and regulations.
- May researches vendors and parts pricing and availability; performs cost estimates; recommends the purchase of necessary parts; assists in maintaining parts inventory.
- Reads and interprets blueprints and schematic wiring diagrams.
- Operates shop machinery, including lathes, presses, grinders, hydraulic lifts, welders and a variety of other equipment and tools.
- Estimates time, materials and equipment required for jobs assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- May perform the full array mechanical maintenance duties and responsibilities including preventive maintenance and minor and major overhaul of power driven and mechanical equipment and City vehicles.
- May tests, inspects, overhauls and repairs internal combustion and other mechanical equipment including diesel engines, hydraulic systems, water pumps, brakes, suspension and other systems; diagnoses, disassembles, adjusts and reassembles equipment.
- May replaces component parts on vehicles and equipment; performs engine tune-ups, rebuilding and overhauling; performs safety inspections on vehicles and equipment.
- May analyzes vehicle and equipment failures, determines problems and causes and recommend solutions.

- May performs preventive maintenance according to a regular schedule; maintains the preventive maintenance schedule.
- May designs and fabricates special parts for vehicles and equipment; installs manufactured parts.
- May performs mechanical repairs in the City shop and the field.
- Other duties as assigned.