

## CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: PUBLIC WORKS SUPERVISOR  
DEVELOPED: 11/19/2008  
APPROVED:  
DEPARTMENT: PUBLIC WORKS

### POSITION SUMMARY:

Provides direction and supervision to the Public Works crews. The supervisor provides direct supervision of fleet maintenance, buildings and grounds, parks, street maintenance, water distribution, sewer collection, and procurement of materials for these activities. The supervisor evaluates employees and recommends promotion or disciplinary action. The supervisor assists with the planning and engineering of future projects, and oversees contractors during the construction of projects.

### REPORTING RELATIONSHIPS:

The Supervisor receives general supervision from the Public Works Manager or other Department Heads as assigned. Exercises technical and functional supervision over assigned personnel including Distribution and Collection Maintenance Workers, and other labor classifications as assigned.

### EXAMPLES OF RESPONSIBILITIES:

1. Prepare and approve goals, objectives, performance measures, and provide follow-up to ensure that those goals and objectives are being met.
2. Provides technical and functional supervision to assigned public works personnel; trains subordinates and reviews work; provides input into employee matters such as performance evaluations and discipline
3. Ensures the work crew's compliance with state and federal safety regulations and the proper care and use of tools and equipment
4. Monitors supplies and equipment , ordering new materials as necessary
5. Maintains accurate records and documentation related to construction, repairs and to assigned equipment and staff
6. Assists Public Works Manager in planning and monitoring the Public Works budget including the capital improvement projects.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

### QUALIFICATION GUIDELINES:

#### Education

- Graduation from high school or possession of a GED
- Experience may be substituted for the requirement on the basis of one year of education equals one year of experience.

### Experience

- Three (3) years of increasingly responsible experience in construction, maintenance, engineering, or operations with a public utility organization.

### Knowledge

- Must be familiar with all applicable state and local regulatory requirements.
- Methods, materials, and equipment used in maintenance of buildings, grounds and equipment.
- Methods, materials, and equipment used in streets, water, and sewer specialty area
- Principles and practices of effective supervision
- Principles and practices of safety pertaining to assigned area of responsibility
- Pertinent Federal, State, and local laws, municipal codes, and ordinances
- California Code of Regulations, the CFR, and the Cal EPA General Waste Discharge Requirements for Collection Systems.

### Abilities

- Must work well with other Department Managers, Department manager and coworkers. Must be able to withstand extreme temperatures and outdoor working conditions.
- 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
- May be required to work unusual hours in emergency situations and to be available on an "on-call" basis as assigned.
- Perform heavy physical labor
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties
- Effectively operate equipment and tools used in assigned specialty area
- Train, motivate, counsel, and evaluate subordinate staff
- Follow written and oral instructions
- Interpret and explain blueprints, plans, and specifications
- Communicate clearly, concisely, and effectively, both orally and in writing
- Work in a team-based environment and achieve common goals
- Prepare and maintain accurate and precise written documents including records, forms, and correspondence
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines

### Special skills and requirements

- A valid California Class C driver's license
- Possession of a valid Water Distribution System Operators Certificate (Grade 3 or above) issued by the State of California Department of Health Services is required at the time of application.
- A valid Collection System Maintenance Certificate (Grade 2 or above) issued by the California Water Environment Association is recommended within eighteen (18) months of appointment and for the duration of employment
- A Cross Connection Control Certificate issued by the California-Nevada Section of the American Water Works Association or the Foundation for Cross Connection Control and Hydraulic Research is preferred.

- Experience in the Public Works Field.
- Qualifying experience may be required in one of the following specialty areas: water construction and maintenance, water meter testing and maintenance, street maintenance, parks management, or sewer system maintenance