

# *City of Coalinga*

*155 W. Durian  
Coalinga, CA 93210*

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## *Public Works Supervisor*

*Pay Class: 33 Basic  
FLSA Exempt*

### **DEFINITION**

Under general direction of the Public Works and Utilities Director, plans, supervises and coordinates the Grounds, Maintenance and Roads functions and the City's utility systems (water distribution, wastewater collection and natural gas distribution); oversees the day-to-day operations; provides instruction to employees in the field; inspects field projects including infrastructure Capital Improvement Programs (CIP); and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE:*** *Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.*

- Plans, supervises, coordinates and inspects the work of crews engaged in Grounds, Utilities Maintenance and Roadway projects; prioritizes and assigns work to subordinate employees; trains staff on work practices and procedures; handles disciplinary issues as needed.
- Provides support and recognition for staff; assists with planning, goal setting and performance evaluations.
- Checks work locations for safety hazards; encourages and enforces the use of safe work practices.
- Resolves complaints and/or concerns of the public, contractors and/or subcontractors in an efficient and timely manner
- Establishes, maintains and modifies work schedules and assignments.
- Maintains records and reports.
- Participates in the planning, design, development and implementation of construction, remodeling or refurbishing projects for City parks, grounds, utilities and roadways.
- Works with the Public Works and Utilities Director in the development and preparation of the annual budget for department operation, maintenance, and construction functions, and monitors expenditures.
- Inspects City parks, utilities, grounds and associated facilities and equipment to ensure proper maintenance standards.
- Assists in the selection of staff.

- Prepares cost estimates for assigned projects.
- Schedules and prioritizes workload and works with the Public Works and Utilities Director projecting and assessing general maintenance and operation workloads and equipment and material requirements.
- Reviews plans and specifications for errors; reports design errors discovered through inspection and proposes changes.
- Operates power driven equipment during the maintenance and construction of City streets, including but not limited to, tractors, trucks, rollers, loaders, street sweepers and other equipment.
- Prepares purchase requests/requisitions; inventories and maintains adequate levels of equipment, supplies and materials; ensures replacement of defective or unsafe equipment.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Five (5) years in construction, maintenance and operational work, including the operation of moderately heavy automotive equipment with at least three (3) years working in a supervisory capacity. Prior experience in municipal government, public works and utility maintenance is highly desirable.

**Licenses:** Valid State of California Drivers License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Certifications:** The following certificates are highly desirable but not required. Each certificate includes a 5% pay incentive up to 15% for possessing all three certificates:

- D3 Distribution Operator Certificate.
- CA-NV AWWA Certified Backflow Assembly Prevention Tester license.
- Valid Class A commercial driver's license.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

### **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Operation, construction, maintenance and repair procedures, with particular reference to streets, grounds, and utility systems; operation and maintenance of automotive equipment, such as motor graders, loaders, rollers and street sweepers; occupational hazards, OSHA safety regulations and mandatory protective equipment in trades work; water, sewer and natural gas

utilities; techniques of effective training and supervision; customer services principles; applicable Federal, State and/or Local laws, rules and regulations; inventory maintenance principles; basic mathematical concepts; research techniques; report preparation methods; construction field inspection knowledge desirable.

**Skill and Ability to:** Supervise field operations and maintenance personnel; prioritize and assign work; solve complex problems in assigned area of responsibility; perform manual labor; exercise sound judgment within established guidelines; handle multiple tasks simultaneously; perform semi-skilled or skilled maintenance tasks in the construction, maintenance and repair of streets, grounds, alleyways and automotive equipment; operate trucks and other heavy power driven equipment; perform heavy manual labor; understand and carry out oral and written directions; make independent decisions as necessary; plan, direct and evaluate the work of subordinates; express ideas clearly both orally and in writing in the English language; work irregular hours; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

**ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

**PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair duties. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by:  12/10/18  
Marissa Trejo, City Manager Date