

# **PUBLIC FACILITIES SUPERVISOR**

## **DEFINITION**

Oversees and supervises the daily maintenance and repair activities of the Town's public works, parks and other facilities.

## **DISTINGUISHING CHARACTERISTICS**

This is the first line supervisory position in the Town public works maintenance series. The Public Works Supervisor is responsible for supervising staff engaged in the maintenance and repair of the Town's public works and related facilities. The incumbent in this full supervisory level position also performs the more complex work associated with maintenance and repair activities. This position is distinguished from the Maintenance Worker positions in that the Supervisor has responsibility for the daily maintenance and repair activities whereas the Maintenance Workers are responsible for a particular assignment or activity.

## **SUPERVISION RECEIVED/EXERCISED**

Direction is provided by the Town Administrator. Supervisory responsibilities entail daily supervision over public facilities maintenance personnel.

## **ESSENTIAL DUTIES**

Reads meters, including main meter, and compiles water use reports; diagnoses maintenance and operation of water distribution; directs maintenance and operation of water distribution facilities; responds to citizen complaints and provides customer relations; supervises, trains and evaluates custodial and maintenance workers; directs maintenance of parks and landscaping; maintains records and prepares reports, including pesticide and water quality reports; provides information for the preparation of contracted services bid proposals; provides information for the planning, coordinating and overseeing of special construction projects; plans and prioritizes department's daily maintenance activities; monitors work of contractors related to parks, facilities and streets; assists in the enforcement of the back flow compliance program; clears grates and storm drains; directs water sampling program; assists and supports wastewater system activities in emergency response and special projects; monitors and provides input to department's budget; performs the more complex work associated with public works maintenance activities. Trains and directs assigned staff in safe work practices and maintains department safety records.

## **OTHER DUTIES**

Inspects work projects in progress and on completion; provides emergency response for public works and parks; directs maintenance and repair of street and street drainage; confers with delinquent water customers; assists with hiring and terminating staff; assists in the enforcement of the weed abatement program; provides information for the purchasing and ordering of supplies; directs repair of equipment in the field; directs cleaning and maintenance of Town buildings; codes bills for budget monitoring; provides twenty-four hour standby assisted by a call pager; performs special projects as assigned by Town Administrator; provides information for capital improvement projects.

## **QUALIFICATIONS**

### **Experience/Education**

Sufficient experience and education to supervise the maintenance and repair activities of the Town's public works, parks and other publicly used facilities. A typical way of obtaining the required qualifications is to possess some combination of the equivalent to three years of public works and public facilities maintenance experience and to have the equivalent to a twelfth grade education. Supervision and water system's maintenance experience is desirable.

### **Knowledge/Ability**

Thorough knowledge of methods, equipment, materials and safe work practices involved in public works, streets, street drainage, parks, public buildings and related facilities repair activities; types and level of maintenance and repair functions generally performed in public works and water system maintenance operations; theory and practices of water system methods and plant operation; California Regional Water Quality Control Board and State Water Resources Control Board rules and regulations; occupational hazards and standard safety precautions; principles of organization, administration, budget and personnel management.

Ability to plan, organize and implement maintenance and repair programs for building, equipment, field and water operations; follow and direct others to follow safe work practices prepare and maintain records and reports; communicate clearly and concisely, orally and in writing; establish and maintain cooperative relationships with others contacted in the course of work; supervise, train and evaluate the work of others are also required.

### **Working Conditions**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent installs street signs. The position also requires both near and far vision when inspecting and overseeing crew. The need to lift, carry and push mowers, tools, and other equipment and supplies weighing 40 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 uses spraying, cleaning and lubricating 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, walk on scaffolds, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

## **LICENSE/CERTIFICATE**

Possession of a Class B California motor vehicle operator's license is required by date of appointment. Additionally, a pesticide and herbicide applicator's certificate may be required at appointment date and/or a Grade I Water Distribution system or Water Operator Grade I Certificate may be required within 18 months of appointment.

*This classification is subject to the Department of Transportation drug/alcohol testing requirements, including pre-employment testing and random and post accident testing after employment.*