



## TOWN OF YOUNTVILLE JOB DESCRIPTION

### PUBLIC WORKS SUPERVISOR/MANAGER

#### **GENERAL PURPOSE**

The Public Works Supervisor/Manager provides supervisory direction, to plan, lead, organize, control, and economically direct assigned employees, and equipment in compliance with applicable regulatory requirements as required in the areas of streets maintenance, sidewalk/pathway system maintenance, parks maintenance, tree program, buildings/facility maintenance, storm drainage, and water distribution system.

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This position exercises considerable independent judgment and discretion, while demonstrating strong ethical, professional, and service-oriented leadership. Incumbents set a good example, correctly apply Town policy, and utilize good people skills. This position is responsible for various contractual services, procures equipment, assists in the administration of public works division budgets, directly participates in public works maintenance and repair activities, and performs other work as required.

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#### **DISTINGUISHING CHARACTERISTICS**

When filled at the Public Works Supervisor level this is the entry-level supervisory management position. When filled at the Manager level, it is the journey-level supervisory management position with significant field and administrative responsibilities for planning and delivering program services. Requirements may include evening and weekend hours and response to emergency situations.

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When filled at the Supervisor or Manager level, the position is classified as Fair Labor Standards Act (FLSA) Exempt.

This position is distinguished from the Maintenance Worker I/II positions in that the Supervisor/Manager has overall responsibility for the daily maintenance and repair activities whereas the Maintenance Workers are responsible for a particular assignment or activity.

#### **SUPERVISION RECEIVED**

Receives administrative direction from the Public Works Director /Deputy Public Works Director and may receive project-specific direction from the Town Manager.

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#### **SUPERVISION EXERCISED**

The manager position oversees the supervisor position and maintenance workers, and provides direct supervision to the supervisory-level staff. The Supervisor position

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Supervises the Maintenance Worker I/II assigned to the Public Works Division and/or provides indirect or direct supervision of other Public Works Department staff, part-time, temporary personnel, and contracted vendors and/or consultants, as assigned.

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### **DUTIES AND RESPONSIBILITIES** (Illustrative Only)

Serves as a member of the Town and Public Works Department's management team and participates in the development and implementation of Town goals, objectives, priorities, policies and procedures, budgets, project prioritization, and problem resolution.

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Supervises and evaluates assigned personnel; ensures the safe and productive use of equipment utilized in associated maintenance and repair work and; trains and directs subordinates in the use, care, and maintenance of tools and equipment.

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Completes and maintains a variety of records and reports; such as but not limited to time and materials records, work reports, annual stormwater management program reports, annual water reports to the California Department of Public Health, cost records, budget estimates, and other reports.

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Administers contracted construction and maintenance of Town facilities. Provides oversight and evaluation of contractor's work and verifies work performed and billing for payment of work performed.

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Requests materials and supplies for projects and coordinates the efficient use of workers, resources, and equipment; uses computer technology such as integrated financial software and work order processing to support these efforts.

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Monitor facilities maintenance/repair and capital improvement budgets. Manage project sites to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support; and follow up as appropriate.

Schedules, plans and coordinates staffing levels, equipment, and supplies to complete designated tasks within established budget parameters. Assigns, reviews, and evaluates the work of staff for accuracy, suitability, and completeness; motivates and develops employees and celebrates success.

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Responds to emergency situations in order to confine, resolve, or prevent injurious or otherwise hazardous conditions; promotes employee safety.

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Operates a variety of construction equipment and tools, operates various standard hand-held manual, electrical, and gas-powered tools and equipment, and operates specialty equipment such as skid steer loader and backhoe.

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Stays informed of current trends and technology in areas of responsibility and applies to assigned functional areas of responsibility.

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and apply to assigned functional area of responsibility.¶

Estimates time and cost of projects to make the most economical use of Town labor

and materials.

Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, mechanical, plumbing, and carpentry.

Recommends Town policies and procedures in assigned work areas, implements programs and actions to maintain compliance with local, regional, state, and federal laws and programs related to water, parks, pool, buildings/facility maintenance, storm drainage, and worker and public health and safety; Participates in the development and implementation of capital improvement projects.

Coordinates projects with Utility Operations Division, other departments, agencies, or teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints and takes appropriate action.

Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment; practices support for organizational improvement and management decisions.

#### **PERIPHERAL DUTIES**

May serve as a member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represents the Town in related professional organizations as appropriate; serves as liaison with other agencies, public entities, and other Town departments.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- A. At the Supervisor level, four (4) years of increasingly responsible experience in public works, maintenance and repair at a journey or lead level.
- B. At the Manager level, any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
  - graduation from an accredited four-year college or university is highly desired with at least four (4) years' experience in supervisory/management position;
  - at least six (6) years' experience in the public works/construction trade industry with supervisor certifications from the American Public Works Association (APWA); or completion of the specialist certificate program

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through the Maintenance Superintendents Association (MSA).

**Necessary Knowledge, Skills, and Abilities:**

A. Knowledge required to be successful in this position includes:

- Materials, methods, practices, and equipment used in streets, storm drainage, parks, pools, building/facilities, and water system maintenance and operations and occupational hazards and standard industry safety precautions required in these areas.
- Principles and practices of budgeting, communications, project management and performance standards, records management, and the use of resources to achieve outcomes and expectations;
- Principles and practices of construction and contract management;
- Principles and practices of human resources;
- Effective leadership, organization, and management practices and principles.
- Principles of management, supervision, training, safety, and performance evaluation.
- Computer skills including basic word processing, e-mail, and related software.
- Skill in the operation of listed tools and equipment and basic First Aid.

B. Ability to:

- Effectively supervise a staff comprised of entry and journey level staff engaged in streets, parks, pool, building/facilities, and storm drainage and be able to assist in the supervision of water distribution system operation work as needed.
- Understand, follow, and provide written and oral instructions; to read, write, and perform basic math skills.
- Be organized with the ability to complete and follow through on paperwork in a timely manner.
- Actively participate in the performance of the work and manage and direct the performance of the work as required.
- Plan, assign and manage the work of assigned personnel.
- Evaluate maintenance needs and problems; identify materials and resources required to solve problems.
- Read and interpret plans and specifications; work from sketches, penciled layouts, and blueprints; prepare plans for minor projects.
- Build trust and create a positive atmosphere within the department between subordinates and supervisors; follow through on assigned tasks and promises made.
- Establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public; make decisions and communicate the decision process and outcomes with subordinates and management team.

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- Establish a monitoring system for work accomplished plans, goals, and objectives.
- Remain calm in difficult situations; respond politely and courteously to citizen inquiries and complaints.

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### **Additional Knowledge, Skills, and Abilities:**

Geography of the Town, including the location of parks facilities, buildings/facilities, major utility systems, water, distribution systems, and wastewater system and facilities.

Requires an understanding of the Underground Service Alert process, coordinating and providing service to other Town operations in the identification of underground utilities.

### **SPECIAL REQUIREMENTS**

- Must possess a valid California driver's license with driving record satisfactory to the Town and the Town's insurance carrier.
- This employee is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.
- Must be physically able to move about on field work sites and under adverse field conditions.
- For the Manager classification, must possess a valid D2 Water Distribution Operator Certificate, ***or be able to obtain within 12 months from the date of hire***, and;
- Any of the following are desirable but not required: 1) certification as an Arborist, 2) certification as a Playground Safety Inspector 3) Qualified Applicator certificate from California Department of Pesticide Regulations, 5) certification in Work Zone Traffic Safety.

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### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and e-mail, spreadsheet, database, and project scheduling, motor vehicle; phone; cell phone; and mobile radio, various gas, electronic and other hand-tools, skid steer loader, forklift, backhoe, and similar equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both the field and an office setting. Significant outdoor work is required in the participation in and inspections of assigned work duties, and

review of subordinate employees and Town facilities. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, and reference check; job-related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Town Manager

Effective Date: \_\_\_\_\_

Revision History:

Version: \_\_\_\_\_ Effective Date: \_\_\_\_\_