CITY OF ST. HELENA

PUBLIC WORKS SUPERVISOR – Buildings & Grounds

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 general direction, supervises, evaluates and participates in the work of crews responsible for the construction, repair, maintenance and operational work in the Buildings and Grounds operational unit of the Public Works Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews and the Director of Public Works/City Engineer; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Public Works Supervisor – Buildings and Grounds is the supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, and parks. This classification is distinguished from the next higher classification of Director of Public Works/City Engineer in that the latter is responsible for the overall management of the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Public Works/City Engineer. Exercises direct and indirect supervision over assigned staff.

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

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance, repair and/or operation of buildings, grounds, and parks; provides day-to-day leadership to assigned crews; coordinates the work of the unit with other City departments and divisions, outside agencies, community groups and the public.

- Supervises and participates in the construction, maintenance, and repair of City buildings, grounds and related facilities.

- Supervises and participates in the construction, maintenance and repair of City parks, playgrounds, athletic fields and related facilities; coordinates the work of the unit in the planting and maintenance of lawns, and the transplanting and planting of shrubs, flowers, and trees.

- Oversees and inspects street trees; coordinates a variety of City tree programs; attend meetings of the Tree Committee and train all Public Works crews on tree pruning; understands and explains tree regulations to the public.
• Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the City; performs inspections of construction and maintenance work in assigned areas of responsibility; assists with inspections on private and public improvement projects for adherence to City standards; responds to after hours call-outs as assigned.

• Participates in the development of policies and procedures; recommends programs, projects and work assignments to the Director of Public Works/City Engineer; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; ensures compliance with applicable rules, policies and procedures; establishes performance goals for crews and individual employees; participates in the selection, training and evaluation of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.

• Develops and maintains short and long range maintenance schedules for the parks, buildings, trees, and related facilities; assists in the development of cost estimates for implementation of maintenance programs; maintains tracking systems for all work.

• Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets, work orders and inventories; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; participates in budget preparation and monitors approved budgets; prepares project cost estimates; orders supplies, tools and materials; participates in the equipment procurement process; monitors and controls supplies and equipment.

• Responds to the more difficult questions and concerns from the general public, contractors and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.

• Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

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. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, 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 cleaning and lubricating chemicals, pesticides or herbicides which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, 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.
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Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Supervisor – Buildings & Grounds. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible public works experience related to buildings, grounds, and parks including one year as lead or supervisor of a work crew, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver’s license; a Qualified Pesticide Applicator certificate issued by the California Department of Pesticide Regulation and registration as an arborists.

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

Knowledge of:

Practices, techniques and materials used in maintenance, construction, repair or operation of parks, buildings and grounds; operating characteristics and safety requirements for operation of trucks, construction vehicles and other heavy and light equipment; defensive driving; principles and practices of administering a budget; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and direct the work of subordinate staff; supervise and direct the operations and activities of the Building and Grounds unit of the Public Works Department; estimate time, materials and equipment needed to complete projects; read and understand plans and specifications; coordinate and conduct training programs for staff; respond to issues and concerns from the community; respond to after hours call-outs and live within a thirty minute response time of the downtown City area within three months of employment; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing;
establish and maintain effective working relationships.

Skills to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and applicable software.