

## DISTRICT SUPERVISOR

### NATURE OF WORK

This is responsible administrative and supervisory work directing the District maintenance, repair and cleaning activities of a street and storm water system.

Work involves responsibility for supervising various work projects of large scope and complexity. Supervision is exercised, through subordinate supervisors, over a number of crews consisting of skilled and unskilled workers and equipment operators. Duties include responsibility for organizing work schedules and for assuring the accuracy of functions performed by subordinates. An employee in this class is accountable for the training, welfare and professional development of all assigned subordinate employees. Work is usually performed with considerable independence under the general supervision of the Public Works Maintenance Manager with work being reviewed in the form of conferences, staff meetings, reports submitted and results achieved.

### EXAMPLES OF WORK PERFORMED

Supervises the work of equipment operators and other subordinate employees in the excavating, leveling, building and shaping of roads according to designated grades; supervises a group of workers in the construction and repair of streets; supervises crews engaged in sweeping streets and removing trash from manholes, catch basins, and culverts.

Supervises the maintenance of traffic engineering equipment; supervises the installation of traffic signs, painting of streets, traffic counting, and meter repair.

Plans and directs the snow removal program including material spreading, plowing, and removal of snow.

Helps to plan, organize, schedule, design, and review the work of subordinate operational personnel in functions of particular units; may act for supervisor in his/her absence.

Investigates complaints or accidents involving employees; writes reports; completes employee performance evaluations.

Supervises the weed control program; ensures that weeds are cut according to City ordinances, and that proper notices are mailed to property owners.

Supervises the work of skilled and semi-skilled subordinates in removing, grading, forming and placing concrete and its admixtures.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and organization, as well as modern training and research techniques, methods and practices.

Considerable knowledge of materials, methods, and techniques commonly used in construction and maintenance activities and particularly of those applying to the field of specialization.

Considerable knowledge of the operation and maintenance of street painting equipment, traffic counters and meter repair.

Ability to plan, direct and supervise the work of skilled, semi-skilled and unskilled subordinates engaged in the maintenance and repair of hard surfaced and non-hard surfaced roads and storm water systems, such as snow removal, street cleaning, right of way management, drainage maintenance, road repair and facilities maintenance.

Ability to lead, coordinate and supervise the work of a large number of subordinates performing varied functions connected to street maintenance and to maintain a high level of discipline, productivity and morale.

Ability to develop and implement operational safety, health, emergency or other training programs to ensure employee proficiency, safety and productivity.

Ability to utilize computer technology and programs to prepare work orders and assignments for subordinate staff as well as manage public assets and infrastructure.

Ability to analyze a wide variety of complex problems and to coordinate resources to find a solution.

Ability to communicate clearly and effectively both orally and in writing, and to facilitate a healthy and productive work environment.

Ability to establish and maintain effective working relationships with subordinates, co-workers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public or business administration, natural resources or environmental sciences, or civil, mechanical, construction or other engineering plus considerable experience in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with college level course work in public or business administration, natural resources or environmental sciences, or civil, mechanical, construction or other engineering and experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of a Supervisor's Certificate for the handling of asbestos containing material may be required for certain positions within this classification.

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