



Position Description

FIELD SUPERVISOR

DEFINITION

Positions in the class of Field Supervisor plan, organize, direct and participate in the work of crews engaged in the maintenance, repair and construction of public works and utility systems. Including streets, traffic control devices, sidewalks, storm drains, water and wastewater; evaluate the condition of City streets in accordance with State and Federal regulations; and performs other related duties as assigned.

SUPERVISION RECEIVED/EXERCISED

Depending upon assignment, work is performed under the direction of the Street Supervisor, the Utilities Supervisor or, on occasion, the Superintendent of Public Works or engineering staff.

DISTINGUISHING CHARACTERISTICS

This is a working supervisor class responsible for one or more public works and/or utility maintenance functions, including the Pavement Management System. Incumbents both supervise and, as necessary, participate in the actual work being performed.

This class is distinguished from that of Senior Maintenance Worker through its primary responsibility for supervising one or more maintenance crews. It is distinguished from Street Supervisor and Utilities Supervisor in that the latter are responsible for one or more complete functional areas and are second-line supervisors.

EXAMPLES OF DUTIES (Illustrative Only)

Plan, organize and direct the work of one or more crews engaged in the maintenance of street, wastewater, storm water and water utility systems.

In accordance with project or program goals, establish work priorities and inspect work in progress and on completion.

Assist in the evaluation of the performance of crewmembers.

Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices.

Provide for personnel, material and equipment necessary to perform work; and maintain adequate inventories of material and equipment.

As necessary, perform crew work including the operation *of* all types *of* motorized equipment.

Plan, organize and direct the work *of* contractors.

Conduct inspections of assigned areas and submit recommendations as to maintenance work needed.

As assigned, assume the responsibility for all fieldwork required in connection with the Pavement Management System.

Respond to inquiries and complaints from the public and other interested parties; and coordinate activities with other City divisions and departments and other applicable agencies.

Prepare and maintain reports and records.

As needed, respond to emergency situations.

ESSENTIAL JOB FUNCTIONS

Ability to plan, supervise and engage in a broad range of public works and utility maintenance, operations, and construction functions; communicate effectively both orally and in writing; train, supervise, and provide quality control for public works maintenance and/or private sector construction crew(s); regularly operate a motor vehicle; regularly lift and move objects weighing in excess of 75 pounds; possess hand and finger dexterity for operation of equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, including selection and training. The operation and maintenance of a variety of motorized equipment.

Methods, tools and equipment used in street, wastewater and water utility construction and maintenance.

Safe work methods and practices.

Mathematical and related techniques used to estimate material needs and their costs.

Ability to:

Effectively supervise the work of assigned personnel and accomplish the completion of assigned program and projects.

Acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies.

Prepare and maintain accurate written reports and records.

Operate and maintain equipment and tools

Maintain effective working relationship with those contacted in the course of work including the public.

Education and Experience:

Sufficient education and experience to satisfactorily perform the duties of the class. A typical qualifying background would be graduation from high school or possession of a GED along with two years of experience as a crew leader or a skilled worker in public works and/or utility construction and maintenance; and/or completion of the probationary period for the position of Sr. Maintenance Worker or related position with the City of San Bruno.

TOOLS/EQUIPMENT USED

Pick-up, utility or dump truck, telephone, radio, personal computer, backhoe, utility van, welder, traffic control devices, and various related hand and power tools used in public works and utility operations.

LICENSES REQUIRED

Possession of a Class B State of California Driver's License.

Depending upon assignment, possession of specialized certification as may be required by the City. (Wastewater or Water Treatment certification as an example)

PHYSICAL REQUIREMENTS

Incumbent is required to drive self and/or equipment to various locations within City. Incumbent is often required to actively engage in physical labor and on occasion may be required to lift in excess of 75 pounds and routinely lift and move objects between 15 and 45 pounds. Incumbent must have appropriate hand eye dexterity to operate equipment.

WORKING CONDITIONS

Incumbent will be required to work in both an office environment and outdoors including working in inclement weather and emergency situations. Incumbent is subject to call out in evenings and on weekends. Incumbent may work in an environment where they are exposed to working with machinery, chemicals, uneven surfaces, noise, vibration, and in confined spaces.

Effective Date: October 14, 1996

Resolution Number: 1996-38

Revision History: