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## FIELD SERVICES SUPERVISOR

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### **DEFINITION**

Under general supervision, performs a variety of supervisory and administrative tasks in the maintenance and repair of the City's streets, storm drains, storm channels and bridges; provides responsible staff assistance to the Assistant City Manager and Public Works Manager.

### **SUPERVISION EXERCISED**

Supervises Public Service Assistants I, II and III.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

Plan, develop, coordinate and oversee the repair and maintenance of streets, storm drains, storm channels and bridges.

Plan, develop, coordinate and oversee the replacement of concrete and asphalt.

Plan, develop, coordinate and oversee the maintenance of street markings such as crosswalks, striping, pavement markers, signals and signs.

Plan, develop, coordinate and oversee the maintenance of storm drains and storm channels and bridges.

Plan, develop, coordinate and oversee weed and graffiti abatement.

Assist in set up and tear down of special events.

Plan, develop, coordinate and oversee storm clean up, traffic control and emergency situations.

Train, supervise and evaluate subordinate personnel; monitor and verify time cards.

Assist in budget preparation and monitoring.

Manage and coordinate work orders and work assignments.

Order all parts, materials and services required in day-to-day operations as well as special projects and reconcile account and purchase order activities.

Answer inquiries and complaints from the public in person, over the phone and using the Citizens Relations Management System and provide information regarding rules and regulations pertaining to related operations.

Perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in the classification of Field Services Supervisor perform detailed administrative, budget, scheduling, supplies and materials purchasing work and training, supervision and evaluation of subordinate staff.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, techniques and equipment and supplies used in maintenance and repair of the streets, storm drains, storm channels and bridges.

Standard safety practices required in streets, storm drains, storm channels and bridges.

Budget and purchasing systems, practices and procedures.

Practices and procedures used in training, supervising, evaluating and disciplining subordinate personnel.

Record keeping and reporting.

Ability and Skill to:

Operate and train in the operation a variety of tools and equipment used in street, storm drains, storm channel and bridge maintenance and repair.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics and train subordinate staff in same.

Perform cement and masonry work and make signs and train subordinate staff in same.

Respond to questions from the public and staff.

Plan and organize work of others to meet schedules and timelines.

Enforce and comply with Federal, State and local laws and City policies, procedures and codes applicable to parks and street maintenance.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA degree in construction technology or related field and five (5) years increasingly responsible experience in street, storm drains, storm channel and bridge maintenance and repair. BA/BS desirable.

### **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record. Certification in street, storm drains, storm channel and bridge maintenance and repair highly desirable.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.