

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	SUPERVISOR
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	MIDDLE MANAGEMENT

### **DEFINITION**

To plan, organize, direct and supervise drainage, distribution and collection system repairs within the Public Works Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Public Works Director. Exercises direct supervision over assigned technical and maintenance personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining and repairing City systems related to drainage, distribution and collection; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the repair and maintenance duties pertaining to the City's drainage, distribution and collection systems.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Review and approve work orders, requisitions, purchase requests and departmental invoices; prioritize, coordinate and assign work; inspect completed work.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

**Knowledge of:**

- Principles and practices of maintaining and operating distribution and wastewater systems.
- Equipment, tools and materials used in the maintenance and repair of distribution and wastewater systems.
- Materials, methods, practices, equipment and elements of construction, maintenance and repair as they relate to the assigned operations.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

**Ability to:**

- Organize, implement and direct maintenance and repair activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight 50 pounds or less.
- Interpret and explain pertinent City, State and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Operate a variety of equipment, including but not limited to, backhoe, tractor, vactor and dump truck.
- Develop and recommend policies and procedures related to assigned operations.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

**MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a California Class B driver license.
- Possession of a Grade I Water Treatment Operator's Certificate and Grade I Water Distribution Operator's Certificate issued by the California State Department of Health Services.
- Five (5) years of increasingly responsible experience in municipal/public works construction and maintenance involving distribution or wastewater systems; including one (1) year providing technical and functional supervision over assigned personnel.

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