

## CITY OF HAYWARD

### **STREETS MAINTENANCE SUPERVISOR**

#### **DEFINITION**

Under general direction, the Streets Maintenance Supervisor oversees the work of several crews, assists, plans, organizes, directs and reviews all the programs related to the construction, maintenance, repair and cleaning of the City's street system and related public improvements. .

#### **DISTINGUISHING CHARACTERISTICS**

This is a mid-management classification allocated to the Streets Division of the Maintenance Services Department. The Streets Maintenance Supervisor supports the Streets Maintenance Manager with the daily operation of the City's Streets Maintenance Program. In addition, the incumbent assists by performing responsible supervision and management in support of the Streets Division's goals and objectives. This position is distinguished from lower-level streets maintenance classifications in that the incumbent performs full, first-line supervisory responsibilities including planning, assigning, and evaluating the work of assigned maintenance and clerical staff. This position is further distinguished from the Streets Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Streets Division..

#### **SUPERVISION RECEIVED**

General supervision is provided by the Streets Maintenance Manager.

#### **SUPERVISION EXERCISED**

Provides direct supervision of subordinate supervisory personnel, specifically street sweeping and assigned field maintenance crews.

#### **ESSENTIAL DUTIES**

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

Trains, supervises, assigns, and coordinates several crews involved in the maintenance and cleaning of streets and other public improvements.

Plans and oversees a comprehensive program of street cleaning, including mechanical sweeping, flushing, leaf removal, and optimal scheduling of routes and equipment usage.

Plans and oversees a comprehensive street sweeping enforcement program designed to enhance the overall performance of street sweeping activities.

Identifies street and sidewalk repair needs and recommends corrective action.

Arranges for and schedules appropriate equipment and materials necessary for street maintenance

projects.

Responds to citizen inquiries and complaints concerning the conditions of streets and other public improvements, and on the quality of city services rendered.

Assists the Streets Maintenance Manager and administrative staff in all budget development, planning and. in the identification and formation of service level objectives.

Assists in the preparation of cost estimates for maintenance and repair of streets and related facilities

Assists in the preparation of all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Assists and coordinates maintenance activities with other City departments, divisions, and with outside agencies.

Assists with performance evaluations for all directly assigned staff, and ensures that same is prepared for all staff under the position's indirect supervision.

Provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline. Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

- Construction and maintenance equipment.
- Materials, methods, and practices used in the repair and maintenance of street systems and related public improvements.
- Occupational hazards and safety precautions necessary to safeguard against them.
- City geography including street and drainage facilities, layout and location.
- Principles of organization, administration, budget, and personnel management.
- **Electronic time entry and ability to work collaboratively with Payroll staff.**
- **Munis system.**
- **City policies and procedures when dealing with the un-housed population**

- Street Sweeping routes/schedules and the Parking Enforcement program.
- Public Record Act (PRA) Requests and Claim Response.
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Ability to:

- Interpret and work with sketches, penciled layouts, and blueprints.
- Prepare plans for projects.
- Design and maintain coherent records of division activities and prepare periodic reports from these data.
- Communicate clearly and concisely both orally and in writing.
- Select, supervise, train, and evaluate subordinate personnel.

## EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Four (4) years of increasingly responsible experience in public works construction and maintenance work, with a minimum of one (1) year of supervisory or lead experience.

### Education:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

### Licenses and Certificates:

Possession and maintenance of a valid Class C California Driver's License.

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H620

November 1983

Revised April 1991

Revised October 2021

FPPC Status: Designated

FLSA Status: Exempt