

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

PUBLIC WORKS FIELD SUPERVISOR

DEFINITION

Under general direction, this supervisory position involves planning, directing, and managing the daily operation of assigned personnel within one of the subdivisions (Building Maintenance, Street Maintenance, or Park Maintenance) in the Public Works Maintenance Division. The role includes overseeing and managing field operations, supervising staff, scheduling projects, repairs, and preventative maintenance activities while coordinating between field teams and middle management. Additional responsibilities include problem-solving and ensuring that all tasks are completed efficiently and in alignment with City standards; and performs other related duties as required.

EXAMPLES OF DUTIES

Plans, directs, organizes, and supervises the activities of assigned personnel within the designated subdivision (Building Maintenance, Street Maintenance, or Park Maintenance) of the Public Works Maintenance Division. Oversees the execution of construction and maintenance tasks; coordinates project activities with staff, contractors, and other City departments; establishes and prioritizes daily work schedules; interprets and implements plans, specifications, and sketches; determines the necessary personnel and equipment required to complete projects in a safe manner; completes employee performance appraisals; assists with the preparation of annual budget requests; assists with administering training programs, including safety and technical aspects of work performed; oversees the proper maintenance and accountability of tools and equipment; assist with preparing cost estimates, including labor and materials; implements preventative maintenance programs; interacts with citizens when responding to and resolving service request; routinely uses computer software systems to schedule work assignments and respond to service request.

MINIMUM REQUIREMENTS

Knowledge of: Depending upon subdivision assignment, methods, tools, and materials, types and functions of equipment used in the construction, maintenance and repair of rights-of-way, and storm drain conveyance systems; building systems, playground equipment; landscaping and irrigation systems; practical aspects of supervisory principles and practices; elements of project management; mathematical and related techniques used to estimate material and equipment needs and their costs; standard safety procedures, including working practices and safety order of the California Division of Industrial Safety pertinent to utility construction and maintenance; principles of public relations; personal computers including word processing, spreadsheet and database software applications.

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Ability to: Supervise, plan, organize, schedule, train and direct the work of subordinate personnel, follow oral and written directions, prepare clear and accurate employee performance appraisal, prepare and maintain records; conduct comprehensive reviews and analyses of construction plans and specifications, providing detailed comments and recommendations; uses computerized data and/or maintenance management systems to plan, schedule, and assign work; be available to respond after hours and in adverse weather conditions and in emergency situations; operate and maintain all types of specialized equipment used in the maintenance and construction of City assets; perform skilled tasks; organize and direct maintenance and construction projects including preventative maintenance programs; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis and in emergencies when required.

Experience: Four years of increasingly responsible experience in performing skilled work in the construction and maintenance of rights-of-way, and storm drain conveyance systems; building systems, playground equipment; landscaping and irrigation systems, or other public works projects, at least one of which was served in a lead capacity.

Education: Graduation from high school or equivalent. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years. Associate of Arts Degree or higher in related field is desirable.

License: Possession of valid California Class C Driver's License, (including acceptable driving record).

Supervisors assigned to the Building Maintenance Section must possess a Playground Safety Inspector Certification issued by the National Recreation and Park Association, or ability to obtain Certificate within 12 months.

Supervisors assigned to the Street Maintenance Section must possess a valid Class "A" or Class "B" California Driver's License with a Tank Endorsement (including acceptable driving record), or the ability to obtain one within 12 months and a Wastewater Collection System Maintenance Certificate Grade I issued by the California Water Environment Association, or ability to obtain Certificate within 12 months.

Supervisors assigned to the Park Maintenance Section must possess a Qualified Applicator's Certificate issued by the State of California and be qualified for spraying in categories (B) Landscape Maintenance and (C) Rights-of-Ways, or the ability to obtain one within 12 months.