



Public Works Supervisor

Landscape Division

\$4,173 - \$5,072 per month

Applications due no later than June 3, 2010 at 6:00 pm

APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or at www.suisun.com or 707-421-7300. Resumes will not be accepted in lieu of the City's official application form, but may accompany the application. All applications will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process which may include one or more of the following: written examination, performance examination, assessment exercises(s), oral interviews, and complete background checks. NOTE: Meeting the minimum qualifications does not guarantee advancement in the selection process.

THE CITY

The City of Suisun City is a waterfront community located between San Francisco and Sacramento just off the I-80 corridor. With a population of 28,000, our trademark is superior service within the Public Works department – a philosophy that has allowed us to transform ourselves from one of the least livable communities in the Bay Area to one of the most desirable today. We embrace the concepts of livable communities and transit-oriented development.

THE POSITION

Under general direction of the Public Works Superintendent, supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of semi-skilled and skilled duties involved in landscape maintenance and general public works maintenance; monitoring of assessment districts, including district contract administration, repair, and construction of irrigation systems; knowledge of plants and trees, seasonal maintenance of storm drains and canals and chemical applications; ensuring work quality and adherence to established policies and procedures; and performing the more technical and complex tasks relative to assigned areas of responsibility.

IDENTIFYING CHARACTERISTICS

The Public Works Supervisor class is the first-line supervisory class in the maintenance worker series. It is distinguished from Senior Maintenance Worker by its responsibility for directly supervising maintenance crews and overseeing administrative and assessment district contract maintenance duties.

ESSENTIAL JOB FUNCTIONS

- Coordinates the organization, staffing, and operational activities for assigned maintenance services including irrigation repairs, maintenance and installation, monitoring of collection systems, assessment districts monitoring and contract facilitation, and related public works maintenance.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Monitors landscape department budget including individual assessment district budgets.
- Directs, coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; performs field work on a regular, daily basis as needed to meet department goals, monitors

work flow; reviews and evaluates work quality, methods, and procedures; meets with staff to identify and resolve problems.

- Oversees contractors working for the City involving landscaping, irrigation, planting, electrical signal light maintenance, and/or other public works maintenance contract services as needed; ensures compliance with specifications; verify completion of work and/or correction of work as needed.
- Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work issues, including equipment operating problems; performs technical and complex tasks of the work unit.
- Inspects work in progress and upon completion to assure that repairs, maintenance, and project activities are in accordance with City quality standards, regulations, policies and operating procedures and practices.
- Performs related and other duties as required.

QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge and abilities listed herein is qualifying. A typical way to obtain the knowledge and abilities is:

Education: Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in public works construction and maintenance or related field. A Bachelors degree from an accredited college or university is highly desirable.

Experience: Four years of increasingly responsible experience in public works maintenance, construction, and repair work.

License or Certificate: Possession of and ability to maintain an appropriate valid State of California driver's license is required (Class C). It is required that if a Class B is not possessed that it be obtained within six months and must be maintained as a condition of employment. A chemical applicator license through the State is also required to be obtained within in six month if not already in possession.

Knowledge of: Operational characteristics, services and activities of public works landscape maintenance, repairs, and construction standards. Modern and complex principles and practices of landscaping and landscape maintenance, irrigation maintenance, electrical maintenance, and street maintenance and repair. Methods and techniques of conducting on-site work inspections, installation, maintenance, and repair of irrigation systems, and traffic signal and street lighting maintenance. Principles and practices of general construction. Occupational safety hazards and safe work practices. Operational characteristics of a variety of maintenance and repairs for tools and equipment. Modern office procedures, methods and computer equipment. Principles of municipal budget preparation and control.

Abilities: Supervise, organize and review the work of lower level staff while still performing field duties. Supervise, train and evaluate staff. Interpret and explain City maintenance policies and procedures. Plan, coordinate, schedule and participate in assigned maintenance functions. Analyze City maintenance needs and recommend appropriate action. Oversee contracted services and ensure compliance with contract specifications and obligations. Read and interpret documents such as safety rules, operating and maintenance instructions, blueprints and procedure manuals. Maintain accurate inventory records of materials bought and used. Prepare clear and concise reports and plans.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Work is performed in an office and field environment with travel from site to site; the employee occasionally works in outside weather conditions; exposure to hazardous chemicals, fumes, airborne particles, and toxic or caustic chemicals, and vibration; risk of electrical shock. Primary functions may require maintaining physical condition necessary for sufficient mobility to walk, stand and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry moderate to heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to verbally communicate and hear to exchange information. Ability to operate a vehicle. See in the normal visual range with or without correction and hear in the normal audio range with or without correction.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Suisun City is an Equal Opportunity Employer