

**CITY OF FONTANA
OPERATIONS & CONSTRUCTION PROJECT SUPERVISOR**

DEFINITION: Under administrative direction, plans, manages, supervises and coordinates the Public Services Department Operations Division Programs.

EXAMPLES OF DUTIES: This position is responsible for participation in the planning, implementation and coordination of the Capital Reinvestment & Improvement Program, Pavement Rehabilitation Program, Sewer Rehabilitation & Maintenance Program, Water Reclamation Program, Utility Coordination Program, Maintenance Crews for Utilities & Street Division.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Participate in the development & administration of the divisions annual budget, participates in the forecast of funds required for program support including construction costs, staffing, consultant services, equipment, materials & supplies.
- Provide Program Management including, planning, developing, implementing and managing of capital construction projects and utilities & streets maintenance.
- Provide all phases of project management including planning, consultant services oversight, preparation of construction contract documents, contract administration, field inspection oversight, contract dispute, resolution and staff reporting for assigned programs within the Utilities & Streets Division.
- Participate in planning, directing, coordination and review of work for the Utilities & Streets Division maintenance staff. Participate in the selection of staff, training, supervising and evaluating of personnel.
- Serve as a liaison for the Utilities & Streets Division with other divisions, departments and outside agencies. Negotiate and resolve significant and controversial issues.
- Provide highly responsible and complex administrative support to the public services manager. Prepare staff reports, ordinances, resolutions and agreements.
- Maintain a positive attitude towards City and Department goals.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer key board. Additionally, the position requires near and far vision in reading

written reports and work related documents. Acute hearing is required when providing phone service. The position may also require lifting of 25 pounds or more. Additionally, the incumbent may be exposed to all weather conditions including wet, hot and cold. The nature of the work requires the incumbent to drive motorized vehicles, work in heavy traffic conditions and often work with constant interruptions.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge is qualifying. The employee must have knowledge of:

- Principals and practices of Public Works Construction. Project Management for streets, sewers, storm drains and other infrastructure improvements.
- Federal, State and local laws, codes and regulations relative to assigned areas of responsibility.
- Methods and procedures for implementing and evaluating providers of contracted services.
- Principles and practices of supervision, training and personnel management.
- Modern and complex principles and practices of Utilities & Streets Program Development and Administration.

A typical way to obtain the knowledge and abilities would be:

Education: High School Diploma or GED, supplemented by college level coursework in Public Works Management or a closely related field. A Bachelors Degree is preferred.

Experience: Four (4) years of progressively responsible experience in Public Works Construction and Contract administration which included two (2) years of Utilities & Streets Program Management experience and one (1) year of supervisory experience.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" driver's license. Possession of specialized certifications may be required dependant upon areas of responsibility.