

**CITY OF FONTANA
UTILITIES AND STREETS SUPERVISOR**

DEFINITION: Under direction, plans, organizes, directs, trains, and supervises field maintenance crews and contract services in a variety of street, sewer, storm drain, sidewalk maintenance, repair and reconstruction work; and performs a variety of complex tasks relative to assigned area of responsibility. Exercises direct supervision over assigned maintenance staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for field maintenance activities; implement policies and procedures.
- Plan, prioritize, assign, supervise and review work of staff involved in the assigned field maintenance operations.
- Participate in budget preparation and administration within the assigned area of responsibility; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate assigned field maintenance services activities with other City departments, divisions, and outside agencies; coordinate the scheduling of equipment and vehicles maintenance and repair.
- Coordinate and provide maintenance personnel for City sponsored special events and activities.
- Supervise, train and evaluate assigned administrative, professional, technical and maintenance staff.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- 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. The nature of the work

requires the driving 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 and abilities is qualifying. The employee must have the knowledge of:

- Principles, methods and equipment involved in modern street and utility maintenance.
- Methods, materials and techniques used in the construction of public works projects.
- Types and levels of maintenance and repair activities generally performed in field maintenance programs.
- Elements of construction technology as they relate to assigned construction maintenance.
- Principles and procedures of record keeping and reporting.
- Safe work practices, traffic control and confined space entry.

Experience: Four (4) years of increasingly responsible experience in performing field construction, inspection and maintenance work, including one year of supervisory or lead responsibility.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in personnel supervision, construction maintenance and inspection and/or a related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid Class A California Driver's License and certification as a Commercial License Examiner and Signer.

The following licenses/certifications are desirable:

- State of California Construction Inspection Certificate
- California Water and Environmental Association Collection Systems Maintenance Certificate Grade III.