



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

December 12, 2017

**SUBJECT:** Approval of Public Works Supervisor Job Classification

**PREPARED BY:** Greg Greeson, City Manager

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### **Recommendation**

Council review and approve the attached new Public Works Supervisor Job Classification and establish that position in Salary Range 14.

### **Background/Discussion**

With the recent retirement of Larry Panteloglew six months ago, Don Scott was promoted from Public Works Superintendent to Public Works Director. The position of Public Works Superintendent has not been filled, and, instead, we have utilized Maintenance Worker Ron Scott in an interim supervision, or lead, position.

After six months of trial and consideration, it is staff's recommendation that a Public Works Supervisor job classification be created. This position will provide needed in-field supervision, with some administrative assistance to the Public Works Director; however, not at the level required of the Public Works Superintendent. The detailed job description is attached for your review.

We have several current employees that have the minimum qualifications for the position and a few have voiced interest in applying. Therefore, we will conduct an in-house testing process with the final appointment made by the City Manager, with input from the Public Works Director.

### **Fiscal Impact**

In our current Budget, we allocated an interim supervisor position in Public Works at \$4,442 per month. Staff is proposing the new Public Works Supervisor position to be in salary range 14 which ranges from Step 1 at \$4,170 per month to Step 5 at \$5,068 per month.

Depending on the experience and qualifications of the selected candidate, it is possible they could start at Step 3, or \$4,597 per month. That would be approximately \$930 more than currently budgeted. Based on the minimal amount and that Public Works has experienced savings within their budget, staff is not recommending a budget amendment.

### **Attachment**

## 1. Public Works Supervisor Job Classification

# CITY OF WHEATLAND



## **JOB TITLE: PUBLIC WORKS SUPERVISOR**

Under the direction of the City Public Works Director, an employee assigned to this position is responsible for the supervision of park maintenance, street maintenance repair; sidewalk maintenance and repairs; traffic signs and markings including the basic repair and maintenance of public facilities, water systems maintenance, and wastewater maintenance. An employee assigned to this position supervises the work performed by maintenance workers and utilities system operators, including part-time workers as necessary; oversees crews engaged in mowing, pruning, trimming, cleaning of park areas and facilities; oversees the care of City streets, parks and trees, park irrigation system and other related park equipment; coordinates customer service issues with various public works vendors, contractors and agents; oversees all public works operations as directed by the City Public Works Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Duties of this class include, but are not limited to the following:**

- Supervision of maintenance workers, wastewater systems operators and water systems operators at both the apprentices and journeyman level.
- Supervision of the issuance, use, care and maintenance of public works supplies and equipment.
- Prepare various state, county, and public works reports as requested.
- Instruct subordinate personnel in the proper performance of assigned maintenance duties in the maintenance of streets, signs, facilities equipment; ensure proper completion of work assigned.
- Schedule and coordinate work crews assigned to street, park and water and wastewater facility maintenance.
- Ability to interpret rules and regulations, policies and procedures as related to municipal public works operations, including basic safety procedures for equipment and facilities.
- Serve as lead in crew assigned both semi-skilled and skilled maintenance tasks.
- Oversee and reviews the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
- Direct coordinate and review the work plan for assigned responsibilities; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures.
- Ensure the adherence to safe work practices and procedures.
- Respond to public inquiries in a courteous manner; provide information with the area of assignment; resolve complaints in an efficient and timely manner.
- Requisition maintenance supplies, materials and equipment.
- Keep inventory and reorder supplies as needed.
- Familiarize and participates in Material Safety Data System program.

- Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- Plan, direct, and participate in the maintenance and repair of City streets.
- Clean water and wastewater collection systems; open clogged in lines; clean manholes, wet wells and lift stations.
- Maintain records related to collection system installation, repair, and maintenance activities.
- Utilize proper safety precautions related to all work performed.
- Use equipment to determine concentration of hazardous gases.
- Operates and supervise use of a variety of heavy construction and maintenance equipment including a dump truck, skip loader, backhoe, trencher, and other related equipment.
- May perform any of the essential duties of a Maintenance Worker as needed.
- Perform more complex public works tasks such as irrigation system maintenance, street and culvert maintenance, electrical and plumbing repair.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Graduation from high school or GED equivalent
- A valid California Class C Driver's License
- A valid California Water Distribution Grade 1 certificate
- Minimum of three (3) years' experience in the position of municipal maintenance worker, or the equivalent

## **NECESSARY KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Basic repair and maintenance functions for facilities and equipment use.
- Proper use of materials, methods, and techniques used in public works construction and maintenance.
- Basic municipal service operations and procedures.
- General construction.
- Experience using Microsoft Excel and Word.
- Occupational hazards and good standard safety practices.
- First aid procedures.

### **Ability to:**

- Perform physical duties of the position.
- Direct and supervise subordinate personnel in public work tasks in order to complete required tasks and assignments by deadlines.
- Distinguish occupational hazards and safety precautions and notify Public Works Director when correction is required.

- Understand and follow both instructions orally and in writing.
- Speak and write, clearly and precisely in English.
- Use and operate hand tools, mechanical equipment, and power tools and equipment.
- Work safely in confined spaces with hazardous materials or gases.
- Operate a motor vehicle, effectively and safely under both normal and stressful conditions.
- Interpret, explain, and enforce Public Works Department policies and procedures.
- Operate a computer and utilize various software programs.
- Establish and maintain effective interpersonal relationships with co-workers and members of the public.
- Maintain a physical condition required for the needs of the position.
- Exercise sound independent judgment and work under a minimum of supervision.
- Work independently in the absence of supervision.

### **TOOLS AND EQUIPMENT USED**

- Specialized equipment such as backhoe, bobcat, tractor, Vac trailer, riding mowers, flail mower, forklift, scissor lift, roller, dump truck, portable gas pumps, and other construction equipment.
- Departmental equipment such as common hand tools, weed eater, electric hedger, skill saw, chop saw, jack hammer, chain saw, push mower, lawn edger, grinding machine, boom sprayers, carpentry, plumbing, and electrical equipment and materials.
- Maintain a Class "C" License

### **PHYSICAL REQUIREMENTS OF JOB**

Ability to meet the physical requirements and work in the following environmental conditions:

- Adverse weather conditions
- Direct sunlight
- High temperatures (above 95 degrees)
- Low temperatures (below 30 degrees)
- Sudden temperature changes (more than 30 degrees)
- Humidity (high or low)
- High or low air pressure conditions
- Rain or ice
- High winds
- Mud, dirt or dust
- Allergenic substances
- Other toxic/poisonous substances
- Slippery surfaces
- Working above floor level

- Working at heights; with fall protection provided
- Working in confined spaces or trench
- Extreme vibrations
- Poor lighting
- Fog
- Loud noises or repetitive sounds
- Other poor auditory conditions (e.g., distracting background noise)
- Irregular/extended work hours
- Job pressure/tension
- Moving awkwardly or limited body positions
- Prolong kneeling, sitting, bending, or crouching
- Noise exposure; with hearing protection provided
- Frequent lifting/carrying of objects weighing up to 25-40lbs
- Lifting/carrying up to 100 lbs. max.