

CITY OF BURBANK

PUBLIC WORKS SUPERVISOR

DEFINITION

Under direction, to plan, assign, and supervise the work of crews engaged in public works construction and maintenance work; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs, supervises, trains, and assigns public works crews; estimates and orders equipment and material for jobs and supervises a variety of construction and maintenance operations; oversees the installation and repair of asphalt and concrete surfaces; supervises the patching and maintenance of alleys and the cleaning and repair of catch basins and storm drains; supervises the installation and maintenance of street signs and painting of traffic markings; supervises the grading of streets and alleys for paving; supervises the spreading of asphaltic concrete; oversees the cleaning of streets and large city areas; supervises the maintenance of the city sewer system; inspects and checks work to see that it is done to plan, properly, and on time; ensures proper care and use of tools and equipment; maintains daily personnel and equipment time sheets and records of materials used; estimates construction and maintenance costs; evaluates performance of employees; documents and compiles vehicle and citizen related accidents; conducts safety meetings and enforces safety regulations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the materials, equipment, and practices employed in street construction and maintenance; the preparation of sub-grades, paving of streets and alleys and construction of concrete sidewalks, curbs, gutters, and other surfaces.
- Ability to – plan and layout a work program, to estimate costs, and to keep job records; read engineering drawings related to construction and maintenance work; supervise the operation of heavy and light equipment; supervise, administer, and inspect public works activities; follow difficult written and oral directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and four years of responsible experience in maintenance, construction, or engineering work in connection with public works, including one year at the supervisory level.

Special Conditions: A supervisor in this classification assigned to sewer maintenance and construction is at times required to be available for call out and during that assignment shall receive a salary differential in accordance with Section 2-99 of the Burbank Municipal Code.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment; may be required to have a California Class “A” driver’s license or equivalent if necessary for needs of City.

SUPPLEMENTAL INFORMATION

None.