

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**PUBLIC WORKS SUPERVISOR**

Civil Service Status: Open Competitive/Promotional  
Probationary Period: 1 Yr.-Competitive/6 mo. Promotional  
Classification Series: Field Service  
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association  
Approved by City Council: 1-20-09  
Resolution No.: 2009-7

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction of the Director of Field Services this position supervises and assists the work of an assigned public work crew in accordance with established objectives and work standards of the City; implements work procedures; participates in the planning and outlining of work projects; performs related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs skilled and supervisory work over a crew of maintenance employees in street maintenance, sidewalks, curb gutter, and storm drains, paint pavement markings, parks and recreation areas, and grounds and facilities maintenance;
- Plans, directs, coordinates and schedules work crews;
- Initiates field inspections of assigned areas and inspects work as needed, investigates service request, public complaints, accident and damage reports, and special events;
- Insures efficient and accurate record keeping and an ongoing annual maintenance programs;
- Participates in the employee recruitment selection, evaluates the job performance of subordinate employees and recommends disciplinary action;
- Instructs and trains subordinate employees;
- Plans and oversees contract work as assigned;
- Manages, prioritize, schedule and outline work projects; investigates service requests; identify maintenance, repair or construction needs;
- Reviews service request and assigns crews for corrective action;
- Provides assistance and coordinates work crew activities with other department staff, City employees, or the public; responds to inquiries and resolves complaints;
- Survey City streets to identify maintenance needs;
- Assigns and participates in the repair of streets and alleys;
- Inspects work projects in progress and on completion to ensure conformance to established work standards, including the work of contractors; may assist in management of maintenance contracts;
- Assists and trains subordinates in the safe operation of various tools and equipment;
- Operates various sizes and types of trucks and trailers to move equipment and materials;
- Uses hand and portable power tools, including jack hammers;
- Serves under the direction of the department's emergency operation center;
- Coordinates debris and bulky item pickup on public right-a-ways;
- Prepares reports regarding work crew activities, including reports regarding usage of materials, supplies and equipment; maintains related records;

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- Assists in the preparation of the division budget;
- Responds to after hour emergency call outs as needed;
- Ensures work of crew is performed in a safe and efficient manner; trains subordinates in semi-skilled and skilled operations, work methods, and safety practices and procedures;
- Responds to after hours emergency call outs as needed;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- The practices, methods and materials used in the assigned maintenance or repair activity;
- The operation, uses and maintenance of tools and equipment;
- Procedures for requisitions and purchasing necessary materials and supplies;
- Occupational hazards and standard safety precautions necessary in the work;
- Principles and practices of supervision and training;
- Record keeping and report writing;
- Hazardous material handling, containment, storage, and disposal;
- Medium equipment operation;
- Department safety policies and budgetary processes;
- Applicable regulations including MUTCD, WATCH, SPFPWC and Green book;

**Skills:**

- In the use of various types of tools and equipment;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

**Ability to:**

- Work with limited supervision;
- Deal calmly with rude or angry people;
- Supervise others involved in related activity;
- Handle confidential information with discretion;
- Perform all the skills of the public works maintenance crews;
- Work in climate weather and/or uneven surfaces;
- Interpret written and oral instructions and carry them out;
- Respond to service requests;

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- Use and care for assigned equipment and tools in work area assigned;
- Keep records and prepare reports and maintain accurate work records;
- Work overtime as requested;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Willingness to work overtime as requested;
- Willingness to assume responsibility to maintain a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by appropriate technology programs.

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**Experience:**

Five (5) years of increasingly responsible experience in related activity, including supervisory experience.

**License or Certificate:**

- Possession of and or ability to obtain within six (6) months of appointment, a valid Class B California Driver's License is required as a condition of continued employment and a satisfactory driving record.
- A valid Class C California Driver's License.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.