DEFINITION
Under general supervision, supervises city and contract staff engaged in the maintenance, repair and installation of streets and sidewalks, and asphalt and concrete.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Supervises city and contract staff engaged in the maintenance, repair and installation of streets, sidewalks, asphalt and concrete, schedules, assigns and oversees work activities for assigned Division;
- Prepares staffing, time, material and equipment estimates required for maintenance, repair and installation-related projects inspects crews or staff while on work orders and provides guidance or assistance;
- Monitors progress, efficiency, quality of work activities and evaluates performance of assigned staff;
- Reviews field operations and implements work methods to improve productivity;
- Conducts safety/training meetings; implements Divisional rules and procedures.
- Assists in the preparation of division budget and staff reports;
- Coordinates work activities with other divisions and maintains inventory of equipment and supplies;
- Investigates complaints and resolves problems;
- Prepares requisition of supplies and materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of public works maintenance, repair, installation and operations methods and techniques, budgeting and purchasing process and procedures, and of occupational safety guidelines and precautions;
- Skilled in supervising, delegating and evaluating work of assigned staff, in prioritizing and scheduling work activities, providing and following oral and written instructions, assessing needs and prioritizing work activities and in establishing and maintaining productive working relationships;
- Ability to effectively communicate verbally and in writing in English and to perform essential duties with minimum supervision
- Proficient in the use of a personal computer, electronic devices to include WORD, EXCEL and other industry related software packages

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an outdoor environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents in this class maybe exposed to repetitive motion, extreme temperatures and weather, moving traffic, areas under construction, hazardous fumes and chemicals and infectious diseases.

QUALIFICATIONS
Certification in one or more trade AND three (3) years of progressively responsible work experience in street maintenance or repair. Must possess at the time of application and maintain a valid California Driver’s License.