Town of Hillsborough Position Description

Public Works Supervisor

Department: Public Works
FLSA Status: Exempt

Bargaining Unit: PW Supervisors
Revision Date: 11/2011

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical and maintenance work in the planning, construction, operation, repair, maintenance and replacement of Town water, sewer, street ant storm drainage facilities and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Plans, schedules and implements maintenance and operation and construction activities designed to provide quality water, sewer, street and drainage service for the Town;
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water, sewer, street and storm drainage facilities;
- Inspects and supervises the repair of booster pumping stations, reservoirs, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly;
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports;
- Supervises, instructs and assists crews in maintenance activities;
- Supervise location of stormdrain, water and sewer lines prior to excavation;
- Responds to complaints from residents;
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use;
- Oversees the safety of maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress;
- Provides recommendations regarding capital equipment purchases;
- Operates a variety of power construction and maintenance equipment used in the water, sewer and street departments.

DESIRED MINIMUM QUALIFICATIONS

Graduation from high school education or GED equivalent, a valid California Class B driver's license and five (5) years of experience relating to the construction, repair and maintenance of public facilities including the operation of related maintenance equipment, or any equivalent combination of education and experience. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public facility maintenance. Skill in operation of power and hand tools and heavy equipment. Ability to guide, direct and motivate employees; organize and supervise the activities of various crews performing construction and maintenance work; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees and the public.

City Manager:_____ Date:_____