

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: PUBLIC WORKS MAINTENANCE SUPERVISOR

PERSONNEL COMMISSION APPROVAL:	JANUARY 15, 2025 (Revised)
CITY COUNCIL APPROVAL:	NOVEMBER 15, 2022
JOB CODE:	0857
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONALS

JOB SUMMARY

Under general direction, plans, supervises, and monitors a maintenance section (beach, facilities, landscaping, street, or tree) within the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Public Works Operations Manager

Supervises: Skilled and non-skilled trades, clerical support staff, and contract personnel

DISTINGUISHING CHARACTERISTICS

This classification is responsible for exercising supervisory authority over crews assigned to public works maintenance operations. It is distinguished from the Crew leader class in that the latter determines standard daily work priorities, issues routine assignments, and provides on-the-job instructions for personnel while the supervisor is responsible for the oversight of all work crews, maintenance activities and contracted services.

EXAMPLES OF ESSENTIAL DUTIES:

- Plans and supervises the activities for maintenance operations work groups performing service, repair and maintenance of various City facilities, beaches, landscaping, streets, and trees; sets project priorities and allocates labor, materials, and equipment as necessary
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies; coordinates capital improvement projects
- Coordinates and manages contracts for vendors and other contractors; supervises contracts from bidding through construction, service delivery and payment

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- Evaluates work methods to ascertain proper and efficient use of machinery, tools and labor; checks on cleanliness and safety procedures and instructs employees in technical and safety procedures
- Implements and maintains safety programs; conducts meetings and instructs subordinates on shop and equipment safety, tool uses, equipment upgrade projects, and other related topics
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed
- Facilitates budget development, monitors resource allocation, maintains payroll and accounts payable, and ensures the timely disbursement of payments
- Interprets and applies regulatory requirements associated with air pollution control, hazardous material and waste management, underground and above ground storage tanks and facilities, recycling, and beach maintenance; ensures compliance with local, state, and federal requirements, standards, codes, and laws
- Researches data, operational brochures, and regulations; keeps abreast of new equipment, service and part manuals, and new maintenance devices and test equipment
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works various hours, including nights and weekends as required
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Operations, services, and activities of City maintenance management
- Laws, rules, and regulations pertaining to building trades and facilities, landscaping, tree, street, and/or beach management operations (depending on assignment)

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- Administrative principles and techniques, including budgeting, planning, safety, staff organization and development
- Materials, methods, practices, and equipment used in maintenance and repair programs
- Principles and practices of contract administration
- Safe working practices, procedures and regulations
- Principles and practices of supervision
- Exceptional customer service techniques
- Computer operations and standard office software

Ability to:

- Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in operations and activities
- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Read and interpret plans, blueprints, manuals and specifications
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract
- Utilize modern office computer hardware and software in the performance of work tasks

Education: High school diploma or equivalent, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in building trades, public works maintenance, personnel supervision, and/or other directly related subjects. Associate's degree preferred.

Experience: Five (5) years' experience in public works maintenance including two (2) years' experience in a lead or supervisory role.

License/Certifications:

Valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

For landscape maintenance assignment, Western Chapter/International Society of Arboriculture Certified Arborist and valid California Pest Control Advisor license desirable.

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For tree maintenance assignment, International Society of Arboriculture Certified Arborist required.

For street maintenance assignment, 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Training must be obtained prior to completion of probation.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office, repair shop, or outdoors environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 7/2024 MA