

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: STREET MAINTENANCE SUPERVISOR** ~~DATE: OCTOBER 2007~~

**PERSONNEL COMMISSION APPROVAL:** ~~10/17/07~~ MARCH 18, 2020 (Revised)—  
**COUNCIL APPROVAL:** \_\_\_\_\_ - NOVEMBER 19, 2007-11/19/07

<b>JOB CODE:</b>	<b>0488</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>MEO</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>EEOC CODE:</b>	<b><u>OFFICIALS AND ADMINISTRATORS</u></b> —

**DUTIES-JOB SUMMARY**

Under the general direction of the Maintenance Operations Manager, plans, supervises, and coordinates the operation, maintenance and repair of the City's streets.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Maintenance Operations Manager

Supervises: Technicians, Skilled Craft, and Service/Maintenance Workers

**DISTINGUISHING CHARACTERISTICS**

The Street Maintenance Supervisor administers the City's street maintenance programs including concrete, asphalt paving, slurry seal, and street sweeping activities; also provides oversight of public works HazMat response function. The incumbent directly supervises program Crewleaders, and/or Leadworkers, and other Skilled and Unskilled Workers.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, coordinates, and supervises program activities for the street maintenance programs, including budget and project forecasting; ~~+~~
- Recommends program budgets and administers approved budgets; ~~s~~
- Sets master schedule for program activities; ~~e~~
- Coordinates program activities with citizens, contractors, agencies, and in-house personnel; ~~s~~
- Supervises and evaluates program activities, especially in terms of quality and quantity of work product; ~~e~~
- Evaluates employees reporting directly and reviews/approves evaluations for all street maintenance personnel; ~~+~~
- Reviews, recommends and implements employment decisions regarding such

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- activities as selection, promotion, discipline and contract administration; ~~w~~
- Writes reports, requests for Council action, specifications for equipment and services, budget justifications, and business correspondence; ~~r~~
  - Remains current on developments in street maintenance practices, materials, and equipment; ~~e~~
  - Coordinates, directs, and inspects work performed by contractors for City streets, under the program's purview, including detailed review of plans and specifications; ~~p~~
  - Prepares, conducts and administers safety and training programs; ~~e~~
  - Ensures availability of required resources for program operations as budgeted; ~~m~~
  - Maintains records of all work activity for street maintenance programs including those required by the Resource Conservation and Recovery Act (RCRA) pertaining to hazardous waste treatment, storage and disposal; ~~i~~
  - Investigates and mitigates citizen complaints; ~~r~~
  - Represents the City on street ~~and building~~ maintenance matters; ~~w~~
  - Works productively, independently or in a group setting, to complete projects, sets production standards, and develops work policies and procedures; ~~p~~
  - Participates as a Maintenance Operations management team member; ~~p~~
  - Provides quality customer service;
  - Attends professional training to stay abreast of industry best practices;
  - Reports to work as scheduled and works a variety of schedules including evening, weekends and holidays as required;
  - Maintains a regular and consistent attendance record;
  - Travels to offsite locations within and outside the City; ~~and p~~
  - Performed related duties and responsibilities as required.

*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:**

- Program management techniques including the planning and coordinating of work activities; ~~p~~
- Principles and practices of supervision; ~~e~~

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- Principles and practices of contract administration;~~p~~
- City and department rules, ~~ersonnel~~ policies and procedures;~~a~~
- Applicable local, State and federal regulations;~~m~~
- Modern methods, equipment, standards, procedures and practices used in street construction, maintenance and repair;
- ~~p~~- Project management and cost control;
- ~~e~~Computer operation, including spreadsheet development and forecasting;
- ~~B~~usiness and trades math;~~s~~
- Safe working practices, procedures and regulations;~~r~~
- Record keeping systems;~~b~~
- Budgetary planning, preparation and control;~~p~~
- Purchasing practices and procedures;
- Quality ~~ce~~ customer service delivery.

**Ability to:**

- Manage the street maintenance programs, including, planning, coordination and supervision of program activities and personnel;~~m~~
- Monitor outside contracts and contractors;~~w~~
- Write reports, correspondence and specifications;~~r~~
- Read and interpret plans, blueprints, manuals and specifications;~~g~~
- Give and follow written and oral instruction;~~d~~
- Develop and maintain effective record keeping systems;~~e~~
- Ensure safety and professional work standards are met;~~p~~
- Prepare and deliver training;~~e~~
- Communicate and interact effectively both verbally and in writing with managers, peers, subordinates, vendors, contractors and citizens;~~p~~
- Prepare and administer budgets.

**Education:** ~~Equivalent to a h~~High school diploma or equivalent certificate, supplemented by successful completion of the equivalent of 12 units of professional or college level coursework in street construction, engineering, project management, ~~and/or~~ management/supervision or other related field of study.

Or aAn Associate's degree from an accredited college or university with major coursework in Business Administration, Public Administration or a related field ~~is~~-(preferred) ~~and~~-may be substituted for one (1) year of experience.

**Experience:** Five (5) years' experience in street maintenance operations, including two (2) years' experience in a lead or supervisory capacity.

**Certifications/License:** A valid California Class C driver license and an acceptable

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driving record are required by time of appointment and during course of employment~~Possession of a valid California driver's license,~~

~~PC 832 Powers of Arrest,~~ and 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOP~~ER~~) 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.

~~within six months of appointment. Certificates of Completion for OSHA required Respirator Training and Department of Transportation (DOT) required Hazardous Waste Manifest Training within six months of appointment.~~

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent 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 indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent stands, and walks on level and uneven/slippery surfaces, twists, bends, pushes, pulls, crouches, crawls, climbs ladders, reaches, grasps, lifts and carries items weighing 25 pounds or less. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. ~~Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.~~

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Rev. Nov 2019 pa