CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Maintenance Supervisor – Street** **UNION:231**
SG:6
DEPARTMENT: **Public Works, Operations Division** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

This position combines supervisory and customer service responsibilities and the application of technical knowledge in the installation, maintenance, improvement, operation, monitoring, testing, inspection and repair of street facilities, equipment and solid waste management. The work involves direct responsibility for planning, scheduling, assigning, participating, and supervising work crews engaged in maintaining and repairing municipal streets, alleys, bridges, city property, and right-of-ways. Error or negligence in the performance of the maintenance unit could have serious consequences for the viability of the City's transportation system, public safety, and potential legal liability or financial impacts.

SUPERVISORY RELATIONSHIP:

Reports to the Superintendent of Maintenance. Works under general supervision and the guidance of City and Departmental policies and procedures as well as state regulations and division ordinances. Supervises office and fieldwork of Utility Workers I-V and extra labor employees. Works as part of a team and coordinates work with other division supervisors (including Water, Street, Wastewater Collection, Water Plant, Water Lab, Fleet Maintenance, Warehouse and Traffic supervisors), Public Works construction inspectors, Public Works engineering staff, private contractors, information management staff and Finance staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, supervises, directs and may participate in the work of Street staff engaged in the design, construction, installation, maintenance, and repair of municipal streets, sidewalks, bridges, curbs and gutters, guard rails, portions of rights-of-ways occupied for public use, alleys, and other areas assigned to the Street work group. This includes projects such as repair of asphalt, snow and ice removal, storm cleanup and coordination of the cleanup and removal of vegetation and trees, trash and other accumulated debris from public property. Assists staff in analysis and diagnosis of problems, troubleshooting equipment and system failures.

2. Establishes and organizes work priorities, schedules and work assignments; coordinates availability of materials, equipment and personnel. Reviews daily accomplishments and modifies work priorities as necessary. Determines inventory needs for specific equipment/materials. Ensures work standards adhere to regulations, policies and procedures. Develops work-site plans for significant construction and maintenance activities.

3. Coordinates with other division supervisors, Public Works engineering staff, private contractors, Public Works inspectors, information management staff and Finance staff to identify and resolve problems and to mitigate and minimize operational conflicts.

4. Evaluates the performance of the Street/Solid Waste maintenance staff. Develops and/or coordinates ongoing, on-the-job training, vendor and in-house training for all street system work tasks. Assists with the development of and enforces safety and training policies and procedures. Participates in selection and hiring processes; handles minor disciplinary actions; conducts performance evaluations; approves vacation requests and timesheets.

5. Provides accurate and courteous communication to the public. Ensures that customer service requests are properly handled. Investigates damage claims and service requests and takes appropriate actions to limit City liability and expense.

6. Monitors and responds to, or directs to appropriate staff, inquiries or complaints related to the American with Disabilities Act (ADA) to ensure the City's compliance with laws and regulations related to accessibility.

7. Oversees the implementation and compliance of safety, environmental, construction standards, and permit conditions of federal, state, and local agencies.

8. Utilizes computerized systems such as maintenance management, warehouse inventory, geographic information, utility billing, permitting and as-built archive systems to schedule, assign, track and record work requests and monitor program accomplishments; maintains records on assets and services; accesses maps and drawings of City infrastructure; responds to customer requests; and identifies improvements to the maintenance program.

9. Reviews status of street systems and equipment and recommends capital replacements and improvements. Reviews new development plans and specifications for compliance with division standards.

10. Approves expenditures for equipment and materials, monitors budget for assigned area. Makes recommendations and assists Superintendent in development of preliminary budget for assigned area. Estimates job costs for billable and non-billable work orders.

11. Inspects the street-related work of private contractors (end-of-construction walk-through); recommends acceptance or rejection of work as necessary. Also provides assistance to project engineers or private contractors as needed at pre-construction meetings and during construction activity.

12. Responsible for assigning and ensuring the availability of on-call stand-by personnel on a rotating basis.

13. Fills in for Maintenance Supervisors in Wastewater Collection, Stormwater Collection, and Water Distribution units, as requested, during absences of regularly assigned supervisor.

ADDITIONAL WORK PERFORMED:

1. Assists Superintendent in the evaluation and preparation of annual maintenance work plans.

2. Performs skilled labor as necessary in emergency situations.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of the methods, materials, and tools used in street/transportation system construction, maintenance and operation.
- Considerable knowledge of and technical skill to perform preventive and corrective maintenance, new installation activities, and to analyze, troubleshoot, and correct faults in public environment.
- Working knowledge of the following: engineering as applied to street maintenance and construction, street paving, sidewalk construction, Americans with Disabilities Act, traffic control, solid waste management, tree and vegetation management, snow and ice control.
- Working knowledge of solid waste management including bio-hazard handling regulations, sharps handling and disposal procedures (e.g. needles, syringes, broken glass, knives), and hazardous waste handling,

Skill in:
- Strong management skills including planning and organizing, problem analysis and decision-making, management control, time management, leadership and interpersonal sensitivity.
- Good supervisory skills to train and evaluate Street staff, administer comprehensive performance standards, safety rules, policies and procedures.
- Good leadership skills including the ability to act effectively in emergency situations, and the ability to provide leadership, coaching, and effective performance feedback to employees.
- Good oral and written communication skills to interact effectively with diverse groups of people such as co-workers, subordinates, outside agencies, contractors, engineers, elected officials, etc.

Ability to:
- Research, understand and explain information in complex technical manuals, blueprints, legal codes, drawings, schematics, etc.
- Maintain and assist in the development of accurate computerized maintenance records systems; ability to assist with input on division/department computer systems.
- Adapt and flex to schedule changes as necessary, and willingness to accept "call-out" status for emergencies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
  - Frequent sitting, walking, climbing, bending, twisting, stooping;
  - Occasional lifting up to 50 lbs.;
  - Physical mobility to make on-site inspections/visitations of work sites at all facilities;
  - Adequate vison to read computer screens and printed documents;
  - Adequate hearing to effectively hear voice radio and crew communications, roadway traffic and alarms in a noisy environment.

WORKING ENVIRONMENT:

Work is performed primarily indoors in an office setting. May also work outdoors in all weather conditions, providing directions to crew, making on-site inspections or troubleshooting, etc.

Hazards are infrequent, but may include: fumes, dust, asbestos, gases, moving mechanical equipment parts, extreme temperatures, maintenance and repair of pressurized water systems (up to 200 psi), inadequate lighting, confined spaces, trenches, loud noises, adverse weather conditions, and exposure to traffic. Normal safety precautions are taken into consideration for these hazards, as well as for a variety of daily physical demands (i.e. climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, grasping, hearing, etc.). Safety precautions also extend to the driving and operation of a variety of vehicles and equipment in the course of performing duties.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Eight years of experience in Street Maintenance, Stormwater Collection, Water Distribution, or Wastewater Collection or equivalent related experience. Experience in a municipal public works department preferred.
- Two years of experience as supervisor and/or lead worker, or equivalent related experience.
- Extensive training in implementation of American with Disabilities Act (ADA) laws, practices, and construction methods.
- Coursework in areas such as engineering/construction technology, hydraulics and math is desirable.
- Additional training and experience in supervision is desirable.
- Training and experience in trench excavation and shoring work practices and procedures is desirable.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check.
- Must secure and maintain a valid first aid/CPR card within 6 months of hire.
- Washington State Certified Erosion and Sediment Control Lead (CESCL) certification required within 1 year of hire.
- Must secure and maintain Hazardous Waste Operation and Emergency Response (HAZWOPER) certification within 1 year of hire.
- Completion of the American Public Works Association (APWA) Public Works Institute (PWI) Template required within 3 years of hire.
- Valid Washington State driver's license and good driving record is required. Candidates must submit three-year driving abstract prior to hire.
- Secure and maintain a Class "A" Commercial Driver's License (CDL) with air brakes endorsement throughout term of employment.
- Must pass a drug and alcohol test prior to hire. Must submit to CDL-related random drug and alcohol testing during length of employment.
- Must be capable of responding to emergency call-out within one (1) hour's time.

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