

## CITY OF TAFT

**CLASS TITLE: PUBLIC WORKS SUPERVISOR-SAFETY OFFICER**

**Salary Range 49.8**  
\$2,164 - \$2,630 Bi-Weekly

### **BASIC FUNCTIONS:**

Under general supervision, plans, assigns, supervises, and reviews the work for the City's Public Works Department including Streets, Facilities Maintenance and Grounds. Duties include supervision and coordination of field crews performing, maintenance, construction, and inspection of streets, alleys, sidewalks, curb and gutters, street lights, traffic signals, street signs and markings, and related facilities as well as the maintenance, construction, and inspection of city-owned facilities including buildings, parks, playgrounds, playground structures, and related facilities. Responsible to perform a variety of administrative duties as a first-line supervisor and performs field work as needed.

In addition, this position is responsible to develop and implement an ongoing safety program to prevent injury and occupational illness; to identify and eliminate hazardous conditions in the workplace including but not limited to employee training to ensure OSHA compliance, updates to the SDS and fire extinguisher inspections; assists in developing disaster preparedness plans and emergency response procedures.

### **SUPERVISION RECEIVED**

Works under the Director of Public Works

### **SUPERVISION EXERCISED**

All Public Works Maintenance, HVAC and Landscape Personnel including extra-help, seasonal and work release positions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, assigns, performs, supervises, and inspects activities and work relating to the operation, maintenance, and inspection of City-owned Street and facilities, including buildings, grounds, parks and related facilities.
- Supervises and assists crews in a variety of maintenance and repair activities including carpentry, painting, plumbing, electrical work, HVAC, boiler maintenance, parks and grounds maintenance.
- Supervises and assists crews in set-up for various functions and events
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluations, training, selection, dismissals, transfers, and disciplinary actions.
- Reviews employee time records for accuracy and completeness
- Reads and interprets construction plans and specifications
- Performs field inspections to determine annual preventive maintenance program for City-owned facilities.
- Prepares clear and accurate reports of time, equipment, and materials used
- Requisitions and purchases materials and supplies
- Investigates public complaints and recommends corrective action
- Supervises and assists crews in the removal of curbs, gutters, sidewalks, and in the preparation of sub-grade, including the setting of grade in accordance with construction plans

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- Supervises and assists crews in the preparation of the street surface, application and compaction of asphalt overlays
- Supervises and assists traffic crew in painting of traffic lane lines, legends, and curbs
- Directs crews in the proper traffic control plan design, including setup of traffic delineation and hazardous conditions
- Supervises crews in the application of herbicides and other weed control
- Supervises and assists with the installation and maintenance of City signs, posts and associated traffic delineation
- Conducts, audits and inspections of facilities and operating procedures to identify potential hazards and recommend safety programs to eliminate or mitigate potential hazards or hazardous conditions.
- Develops safety training programs to address skill or knowledge deficiencies within the department
- Maintains required documentation of hazard identification, elimination and mitigation measures and/or safety and training programs implemented
- Serves as liaison to Citywide Safety Committee and other agencies on safety-related matters
- Monitors department operating procedures for compliance with legal standards of safety practice
- Conducts new employee orientation on safety for the department
- Recommends and implements procedures for the investigation, documentation and reporting of accidents, illnesses and incidents in compliance with applicable federal, state and local laws and regulations
- Prepares cost and staffing estimates for maintenance projects and may assist in budget development and administration
- Receives, investigates, and resolves concerns from the public
- Participates in the direct construction and maintenance of streets, alleys, sidewalks, curb and gutters, street lights, traffic signals, street signs and markings, and related facilities
- Operates heavy equipment and trains subordinates in the safe handling and operation of equipment
- Prepares clear and accurate reports of time, equipment, and materials used
- Requisitions and purchases materials and supplies
- Performs other related duties as required

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Practices, tools, equipment, and materials used in the building trades, street maintenance and repair work.
- Heating, ventilating, and air conditioning equipment in City buildings and facilities.
- Safe work practices and procedures applicable to building maintenance work.
- Project planning and completion.
- Landscape maintenance surrounding facilities
- Federal, state and local safety laws and regulations including both Cal-OSHA and Federal OSHA
- Principles of safety training including industrial, construction, and vehicular safety.
- Record-keeping practices and reporting regulations related to safety, occupational illness, and accidents.
- Effective methods of motivation and training

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- Principles, methods, and practices pertaining to the maintenance and repair of streets and associated facilities.
- Principles of budget development and monitoring.
- Record keeping and reporting procedures.
- Practices, tools, equipment, and materials used in street maintenance and repair work.
- Laws, rules, regulations, and environmental requirements applicable to street maintenance and repair.
- Safe work practices and procedures.
- Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline

### **Ability to:**

- Plan, estimate time and materials, and coordinate maintenance and repair projects.
- Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of City buildings, facilities, and associated equipment.
- Read and understand plans, construction drawings, and blueprints.
- Drive a vehicle and use hand and power tools used in building trades work.
- Make basic mathematical calculations.
- Follow oral and written directions.
- Communicate effectively, both orally and in writing
- Read, comprehend, and interpret complex regulations, laws, and guidelines.
- Function independently with little direct supervision.
- Establish and maintain cooperative working relationships with supervisors, managers, and staff.
- Make oral presentations to various groups.
- Conduct safety training sessions.
- Develop, coordinate, and implement safety training programs to fit identified needs in the department.
- Prepare comprehensive and concise statistical and written reports related to safety and operational functions and procedures.
- Provide direction and work coordination for assigned staff.
- Inspect streets and associated facilities for needed maintenance and repairs and proper completion of maintenance and repair projects.
- Apply technical knowledge of street construction work.
- Assist with budget development and expenditure control.
- Prepare and maintain accurate records, reports, and written correspondence.
- Ability to use a personal computer and knowledge of basic programs such as Outlook, Excel and Word.
- Deal tactfully and courteously with the public.

### **Required Training and Experience**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Minimum of five (5) years experience in the maintenance, repair, and construction of streets, roadways, curbs, and gutters or public buildings and facilities.

And

One (1) year of increasingly responsible lead or supervisory including experience in conducting safety audits/inspections and safety training in an industrial or construction setting or the equivalent.

**Special requirements**

- Maintain a valid State of California Class B driver's license with Air Brakes
- Must be able to pass a City-administered equipment operator's test.
- A workplace safety-related certification from an accredited source is highly desired.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

**SELECTION GUIDELINES**

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required, including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.