



## FIELD SERVICES SUPERVISOR

### **Definition:**

Under the direction of the Field Services Manager, assigns, supervises, and directly oversees the work of the Field Services Division of the Community Development Department.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assigns, schedules, organizes, supervises, trains, inspects, and evaluates the work of employees engaged in maintaining, landscaping, repairing, cleaning, patching, resurfacing, excavating for the building of streets and related structures.
2. Investigates and disposes of major complaints relative to the maintenance and construction of streets, alleys, landscape areas, and other related areas.
3. Assists the Field Services Manager in formulation of division budget, reports, and policies.
4. Evaluates, implements, and monitors divisional policies, procedures, and services to determine effectiveness.
5. Inspects and evaluates relevant equipment, orders repairs when necessary and/or recommends any necessary equipment, and monitors the performance of inventory.
6. Supervises the maintenance of time, material, and equipment use records.
7. Coordinates the requisitions process for necessary supplies and materials.
8. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Methods and practices of the operation and maintenance of public works, some knowledge of modern business management methods and practices, good knowledge of the materials, equipment, and tools used in various maintenance and construction functions and knowledge of the operating characteristics of specialized equipment, potential hazards, and safety precautions.
- The construction and maintenance of streets, bridges, and related structures, knowledge in public works maintenance and construction practices for engineering.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.
- Principles and practices of report preparation.

**Skill and Ability to:**

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.
- Prepare clear, concise, and comprehensive reports.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associate's degree from an accredited college or university with major course work in public works, engineering, business, public administration, or related field, and three years of increasingly responsible experience in public works administration, the construction industry, or a related field, with one year of supervisory or lead experience. Municipal experience preferred. Additional years of increasingly responsible relevant experience may substitute for the degree on a year-for-year basis.

**Licenses and Certificates:**

Possession of a valid California driver's license with a clean driving record and a Qualified Applicator Certificate (QAC) with a Category C (Right-of-Way) designation from the California Department of Pesticide Regulation (DPR) is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires willingness to participate in On Call and Emergency Callback programs.
- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds.
- Subject to inside and outside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.