



City Hall  
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July 2012 **October 2021**

**FLSA: EXEMPT**

**STREETS ~~SUPERVISOR~~ SUPERINTENDENT/EMERGENCY SERVICES**  
**COORDINATOR**

**DEFINITION**

Under general direction, plans, **organizes, oversees, coordinates,** ~~schedules, assigns,~~ and reviews the work of assigned maintenance staff performing a variety of installation, maintenance, and repair activities on City streets, traffic signs, **traffic signals,** and storm drains, including long- and short-term project planning, design, and other programs; ~~plans and manages all programs and activities of the City's emergency management program for coordination of the City's response to local disasters and national security emergencies;~~ coordinates assigned activities with other City departments and outside agencies; provides ~~highly complex and~~ responsible support to the Public Works Director and others in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director, ~~City Manager, and/or Assistant City Manager.~~ Exercises direct and general supervision over technical and maintenance staff **through subordinate levels of supervision.**

**CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned maintenance staff either directly or through lead workers. ~~The class also functions as the City's Emergency Services Coordinator, providing management and administration of activities involved in the City's Emergency Response Plan.~~ The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including participating in short- and long-term capital improvement planning and development and participates in the administration of departmental budgets, and various other projects and studies. Successful performance of the work requires an extensive maintenance and repair background as well as skill in coordinating work with that of other City departments and public agencies. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of all City streets, sidewalks, stormdrains, curbs and gutters, street signs, **traffic**

~~signals, and~~ street painting/stripping, ~~and graffiti abatement~~; administers specialized projects and programs in area of assignment.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the streets maintenance work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Inspects the assigned City infrastructure for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- ~~➤ Plans, develops, and manages the City's Emergency Response Plan and supporting documentation such as incident specific plans, emergency operations center procedures, and call-out lists.~~
- ~~➤ Confers with a variety of agencies, vendors, subject matter experts, and the general public in acquiring information about disaster preparedness, emergency operations, and safety programs; provides information regarding assigned programs.~~
- Provides support to Police, Fire, and hazardous materials response teams; receives training in specialized technical fields; develops and conducts in-service programs for **hazmat** emergency response personnel. ~~and presents public education demonstrations in areas of expertise and/or certification; compiles and prepares instructional materials, training, and public education; reviews and evaluates Federal, State, and local laws and regulations as they relate to disaster and emergency response program elements.~~
- ~~➤ Develops and provides training for City staff on emergency services to ensure maximum efficiency and effectiveness in dealing with disaster needs.~~
- ~~➤ Plans, provides for, and/or personally attends Emergency Management skills trainings and specialized emergency response workshops including that of the National Incident Management System (NIMS).~~
- Assists in the design, engineering, construction, and field inspection processes for Capital Improvement Projects and private developments to ensure contractors' and developers' compliance with City standards; attends pre-construction meetings; ~~performs detailed building plan checks of construction and design to ensure adherence to established policy and sound engineering practices.~~
- Performs the most complex streets maintenance duties and provides technical assistance to crews.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- ~~➤ Provides staff assistance to the Public Works Director; prepares and presents staff reports and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of operations and activities.~~

- Participates in annual budget process by preparing streets division and emergency services program budgets.
- Participates in Request for Proposal development, contract negotiations and administers Street Sweeping Contract.
- Coordinates DUI Safety check point program and street closures for special events and emergencies with Police Department and participates in special event planning and coordination with city departments.
- ~~Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.~~
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- ~~Reviews landline phone, alarm, cell phone and power bills for traffic signals and all streets division invoices.~~
- ~~Reviews alarm company, traffic signal, street sweeping, solid waste, recycling, waste oil contracts.~~
- ~~Maintains two way radio system and radio licenses.~~
- Responds to emergency situations as necessary.
- Performs duties of disaster services worker in event of an emergency.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of public works maintenance and operations program development and administration.
- Principles, practices, equipment, tools, and materials of construction, maintenance, and repair of public works infrastructure.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines.
- Basic principles and practices of budget and capital improvement program development, administration and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of streets and related systems and facilities, including related equipment and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- ~~Principles, practices, and techniques of emergency management program development, implementation, and training regarding the response to local disasters and national security emergencies.~~
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, ordinances, and directives governing assigned public works ~~as well as disaster/emergency preparedness programs and functions~~; analyze and evaluate potential disaster problems.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework and/or specialized technical training in a related field and five (5) years of increasingly responsible experience in public works construction and/or maintenance, including ~~one (1)~~ **three (3)** years of supervisory and/or administrative **comparable** experience. ~~Training and sufficient experience in fire, emergency, or law enforcement services and with related regulatory and government agencies is required.~~ An Associate's degree in construction management, public works, business or public administration, or a related field is desirable.

### **Licenses and Certifications:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around City streets, storm drains, sanitary systems, and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a

computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.