

City of Imperial Beach
POSITION DESCRIPTION

Title: Tidelands Supervisor
Department: Public Works
Division: Tidelands

GENERAL PURPOSE

Performs a variety of administrative, supervisory, skilled and semi-skilled tasks in maintenance and operations of tidelands and beach property.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

Supervises beach and tidelands maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and carries out and evaluates maintenance schedules for all beach and tidelands workers. Assigns, supervises and evaluates the work of tidelands and beach maintenance workers. Enforces policies, regulations, safety and health standards. Assists in the planning and coordination of tidelands/beach front capital improvement projects. Oversees beach raking, pier maintenance, plaza, Dunes Park, Ocean Lane, Seacoast Drive and street end maintenance and landscaping. Reviews plans and specifications of work to be done. Determines, calculates and secures (or directs securing of) the appropriate materials and supplies for a specific project. Regularly inspects assigned grounds and facilities. Develops corrective action plans and/or maintenance programs from these inspections as necessary. Takes corrective action for all inspection deficiencies found. Performs/conducts weekly tailgate safety meetings, and attends meetings as required.

PERIPHERAL DUTIES

Maintains a California "C" Drivers License.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Equivalent to graduation from high school; and three years of experience in administration or supervisory experience in municipal or local government; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

KNOWLEDGE OF

Computer inventory and record keeping activities, development of reports. Provisions of Federal and State laws related to municipal public works projects; modern automated office methods, procedures and practices. Environmental protection laws, rules, policies and procedures appropriate for public works projects and tasks.

ABILITY TO

Ability to establish and maintain effective preventive maintenance programs, policies and procedures. Ability to carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public. Ability to supervise the work of skilled and semi-skilled workers. Ability to assist in budget development and control. Ability to supervise and assist with the evaluation of staff assigned.

TOOLS AND EQUIPMENT

Motorized vehicles for driving and operating purposes; power and hand tools. Janitorial tools including steam cleaners, brooms, and graffiti removal equipment. Personal computer, including work processing software, calculator, copy and fax machine; phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to reach with hands and arms. The employee frequently is required to listen and talk; sit; stand; walk; and use hands to finger, handle, feel or operate objects tools, or controls. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative those of 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. The noise level in the work environment will occasionally be loud.

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