

City of Imperial Beach
POSITION DESCRIPTION

Title: Senior Public Works Supervisor
Department: Public Works
Division: All Public Works Divisions

GENERAL PURPOSE

Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, street, and other public works and programs. Assures compliance with Federal, State and local codes and standards and contractual provisions.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Public Works Director.

SUPERVISION EXERCISED

Generally directs the Sewer, Street, Grounds & Facilities, and Fleet supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects and approves all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
- Inspects and approves construction and installation of streets, curbs, gutters, sidewalks, storm drains, sewer, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
- Inspects and assesses damage from oil, gas and water leaks to public and private property and facilities as required.
- Inspects construction work under excavation, cleaning and grading permits.
- Inspects to assure compliance with local, state or federal standards for any right-of-way, street use and, other permits issued to private utilities or contractors.
- Coordinates activities and schedules with utility companies, contractors, property owners and other City departments. Resolves conflicts within scope of authority.
- Checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
- Maintains a variety of logs and records related to employees, work assignments and inspections activities; prepares and posts pay estimates as required.
- Performs work in accordance with safety policies and procedures.
- Compiles information and prepares construction reports as required.

PERIPHERAL DUTIES

Makes revisions within scope of authority. Serves as a member of various employee committees. May serve as acting Public Works Director upon request or absence of the Public Works Director.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- A. Graduation from a high school or GED, supplemented by two years of related technical or college training in construction, engineering technology, civil engineering or a closely related field; and
- B. Minimum of two years related experience; or
- C. Any equivalent combination of education and experience.

KNOWLEDGE OF

Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods. Read and interpret construction drawings, plans and specifications. Operate the listed tools and equipment. Apply material testing procedures.

ABILITY TO

Ability to prepare, organize and maintain inspection field and office data, reports and systems; ability to perform required mathematical computations. Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

SPECIAL REQUIREMENTS

Must possess a valid State of California driver's license or have the ability to obtain one prior to employment. Must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT

Personal computer, including Microsoft word and, spreadsheet; pipe locator; pressure gauges; testing equipment; calculator; motor vehicles; 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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up 50 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 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 occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.