

Public Works **Field Supervisor II**

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Public Works Field Supervisor II in our Public Works Department.

Under minimum supervision, this working position leads and supervises crews engaged in all aspects of public works maintenance and repair projects, and performs basic administrative duties. May act as Superintendent during absences or do related work as required, and performs other related tasks as assigned.

IMPORTANT & ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Oversee and perform a variety of skilled construction, maintenance and repair activities in the Public Works Department, as well as assigned City facilities and locations.
- May supervise and coordinate projects with other divisions including but not limited to water, streets, trees, malls, sewers, meters, week abatement, street and sidewalk maintenance, electrical, street lighting, traffic signal and traffic safety.
- Responsible for the daily operations and maintenance of the division; instructs and trains workers in proper work methods and safety practices; responsible for assigning work to crew members; performs various administrative duties; maintains work schedules, prioritizes tasks and projects, and assumes the role of a crew leader and performs other related duties, as assigned.
- Assigns work to crew members on a daily basis; monitors work deadlines, goals and objectives; requisitions, inventories, and maintains various equipment and materials required for the daily functions of the department.
- Participates in the development of the annual budget; provides recommendations on purchase; monitors and approves expenditures; prepares estimates and managers operating costs to stay within approved budgetary guidelines.
- Provides input on employee evaluations as requested; directs maintenance programs; investigates project conflicts and provides recommendations to Superintendent.
- Administers and prepares payroll summary on a punctual and accurate basis; attends and participates in various project and staff meetings upon requires; communicates well with upper management, co-workers, and crew members.

IMPORTANT & ESSENTIAL DUTIES **(continued)**

- Directs the placement of barricades, traffic delineation, flashers, and advanced warning signs at job sites and hazardous locations.
- Responds to hazardous materials/situations, performs site clean-up procedures; interfaces and cooperates with various agencies in an emergency situation and complies with all mandated requirements.
- Prioritizes and manages work orders; calls in underground alerts in anticipation of upcoming projects; supervises operation, provides input and documentation for various reports as requested.

OTHER JOB-RELATED DUTIES

- Communicates with residents and business owners regarding maintenance and service problems.
- Makes field decisions and resolves issues with contractors.
- Works with contractors and the public on special projects/ events.
- Operates vehicles and heavy equipment, such as backhoe, skip loader, sewer jet, guzzler, and forklift.
- Responds to customer service complaints.
- Uses independent judgment and initiative in making recommendations regarding field operations and in emergency situations.
- Performs related duties and responsibilities as required.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, tools and equipment generally used in the installation, operation, construction, maintenance and repair of all public works related functions.
- Guidelines and rules governing services such as OSHA, the State of California Health Department, NPDES, and various other organizations and agencies.
- Inventory and maintenance of storekeeping practices including the requisition, purchasing, receiving, storing, and issuing of items, and the maintenance of stock.
- Traffic control to ensure a safe working environment for crew members under any circumstance day or night, emergency and non-emergency; street repair, striping, and marking for traffic safety.

Ability to:

- Understand street signage and state highway requirements.
- Teach basic safety precautions and practices and conduct safety training meetings.

JOB-RELATED & ESSENTIAL QUALIFICATIONS **(continued)**

Ability to:

- Meet deadlines when performing essential public works maintenance assignments.
- Read and interpret blueprints and prepare job cost estimates.
- Distinguish between emergency and non-emergency situations and handle accordingly.
- Establish and maintain highly effective working relationships with others.
- Understand and speak Spanish (highly desirable).

EXPERIENCE & EDUCATION GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience: Five (5) years of experience in general construction or general maintenance in the facilities, streets, grounds, mechanical, parks, sewer, or water activities are required. Two (2) of those years must have been as a direct line supervisor or similar supervisory level position.

Training: High school graduation or its equivalent is required.

Special Requirements: Must possess a valid California Class C Driver's License on appointment, and as a condition of continued employment. May be required to obtain and maintain a valid California Class B driver's license.

Must stay current in field and acquire all necessary training that new technological changes and new laws may present.

When assigned to the Water Division, will be required to possess and maintain the State of California Water Resources Control Board Grade D2 Water Distribution Operator Certification within two (2) years of appointment.

May be required to work overtime, weekends, and holidays. Operations demands may necessitate a permanent work schedule that includes working weekends with days off during the week.

Physical Requirements: Essential duties require the following physical abilities and environmental conditions: ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift about 50 lbs; may be exposed to sun, and work under high and low temperatures associated with Southern California climate; may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces; operate a computer keyboard, calculator, telephone for long periods, lift supplies/forms, and tolerate exposure to vibration, pitch, and glare from a computer.

COMPENSATION AND BENEFITS

Salary Range: \$58,512 - \$72,468 Per Year.

Retirement: Public Employees' Retirement System (PERS) 3% at 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% at 62 for PEPRAs members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance: Fully paid health, dental, and vision for full-time employees hired before 7/1/09, as well as for their dependents. For full-time employees hired after 7/1/09, City shall only pay full cost up to the highest HMO medical and full cost for Dental and Vision for employee and eligible dependents.

Life Insurance: City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

Sick Leave: 12 days per year. Maximum accumulation of 100 days (800 hours). Accumulation in excess of the maximum is paid annually at a rate of one day's pay for two days Sick Leave.

Vacation: Accrual varies based on years of service and ranges from 10 days (80 hours) per year for 0 to 4 services years to 20 days (160 hours) for 15 service years or more.

Holidays: 12 paid holidays per year.

Uniform Allowance: Uniforms are provided and replaced where applicable, as per Department requirements.

Overtime: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week, based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

Call Back Time: Any general employee called back to work other than as continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 2 hours applies.

Bilingual Bonus: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

Longevity: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

Tuition Reimbursement: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below.

Completed application must be received in the Personnel Division on or before **Friday, November 17, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

**City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239**

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

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ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



**INVITES
APPLICATIONS
FOR**

***Public Works
Field Supervisor II***

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SALARY

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