



CONSTRUCTION/MAINTENANCE INSPECTION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the activities related to construction inspection, landscape and maintenance functions within the General Services Department focused on activities related to the public right-of-way and public infrastructure owned or maintained by the City including landscaping, trees, drainage, and creek maintenance; to prepare maintenance projects for inclusion in the annual Capital Improvement Programs plan and budget; to coordinate related activities with other divisions and departments.

DISTINGUISHING CHARACTERISTICS

The supervisor level recognizes positions that provide first line and functional supervisory responsibility for a program, or multiple program areas, within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Division Managers or above.

Exercises direct supervision over assigned inspection and maintenance personnel, interns and temporary staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize and direct maintenance and field service activities related to the public right-of-way and infrastructure, including landscaping, trees, drainage and creek maintenance.

Recommend and assist in the implementation of goals, objectives, policies and procedures relative to maintenance and operations within assigned functions; assist in developing and implementing General Services departmental goals, objectives, policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in construction inspection, landscape and maintenance operations and activities; assign work activities, projects and programs and monitor work flow; review and evaluate work products, methods and procedures.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; and, maintain discipline and high standards necessary for efficient and professional operation.

Develop contract specifications and performance standards; prepare requests for proposals to bid work as required; prepare complete and thorough contracts.

Make recommendations and manage contracts, personally inspect work in progress and oversee staff performing compliance inspections; assess field conditions to determine required service levels and performance of contractors; review completed contract work for conformity with specifications and contract requirements and ensure compliance.

Evaluate contracts to initiate continuous improvement in the quality of service provided to the community.

Develop systems and maintain records to inventory the service needs and the status of projects for proper evaluation, control and documentation of each type of maintenance service.

Plan purchases for needed products and services; process bills, invoices, purchase orders and contractual agreements for related functions in a timely manner; and, maintain appropriate records and files.

Oversee and plan to ensure that the City's street infrastructure is maintained to City standards and evaluated in a comprehensive manner; utilize software to plan and manage the City's fixed asset system to strategically plan when to improve or maintain specific streets.

Monitor follow-up and responses to citizen complaints and requests; ensure service requests are prioritized based on importance; ensure appropriate communication with citizens.

Manage maintenance for lighting and landscape assessment districts; work closely with engineering staff to determine service levels for annual assessment; assist in preparing strategies and reports to the City Council to maximize the services provided through this taxing mechanism.

Monitor developments related to street, landscape and equipment maintenance; evaluate their impact and implement policy and procedure improvements; integrate new program activities into maintenance schedules.

Schedule and direct leaf pick-up program, storm drain and catch basin cleaning; ensure creeks are cleaned and prepared for annual winter run-off.

Coordinate maintenance efforts with the Engineering Division; review construction and capital improvement plans; provide recommendations for plans; assist Engineering Division in determining work priorities and preparation of the annual CIP budget.

Plan, coordinate and correct safety issues related to field services including landscaping and public right-of-way infrastructure; report and investigate accidents; file appropriate reports; arrange for repairs; submit insurance claims; correct related safety hazards.

May represent the department on risk management and safety issues related to maintenance activities; oversee the division training and safety programs; insure compliance with City safety policies and Cal-OSHA requirements.

Maintain and store chemicals in safe manner and in compliance with regulations; oversee appropriate usage; provide chemical and safety hazard information to users.

Ensure field construction complies with the ADA, the City's policies, and state and federal law.

Coordinate a variety of volunteer programs related to program areas.

Complete special projects as assigned; prepare and present staff reports to Commissions and City Council as required.

Maintain current knowledge of new trends and innovations related to functional areas; attend and participate in professional group meetings; participate in professional development activities; and read publications relevant to functional areas of responsibility.

May coordinate standby and emergency call-outs; assist in the performance of emergency public works services; may be subject to 24-hour call out.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of construction inspection, landscaping, public works operations and maintenance programs.

Principles, practices, techniques and equipment for public works construction, operation and maintenance of streets, landscaping, storm drains, drainage, graffiti and sidewalks.

Methods, practices and techniques of street maintenance, repair and construction including curb, gutter, sidewalk and culvert maintenance, repair and construction.

General principles of traffic signal program including traffic signing, traffic markings, curb painting, traffic signals and street lighting.

Principles and practices of program development and administration.

Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of public sector contracts and bidding process.

Types and levels of maintenance and repair activities generally performed in a public works maintenance program.

Equipment, tools and materials used in grounds and building maintenance.

Pertinent local, State and Federal rules, codes, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Principles of budget monitoring.

Ability to:

Organize, implement and direct construction inspection, landscape and maintenance operations and activities related to the public right-of-way and public infrastructure owned or maintained by the City.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.

Interpret and explain pertinent City and department policies and procedures.

Manage safety programs; investigate accidents; develop preventative and corrective action plans; store and use chemicals safely; and train staff in safety practices.

Research and seek bids for needed services; review qualifications and contracts; monitor and oversee contracts for services.

Assist in the development and monitoring of an assigned program budget; process and reconcile bills and invoices for assigned operations.

Diagnose equipment, vehicular and facility problems; use a variety of tools; perform or arrange for maintenance functions repairs as appropriate; use analytical skills to problem solve and determine appropriate corrective actions.

Develop and recommend policies and procedures related to assigned operations.

Negotiate contracts and develop performance standards; hold contractors responsible for their performance.

Operate a personal computer with proficiency and familiarity to effectively to produce reports, charts, spreadsheets and other documents.

Read and interpret plans, specifications and diagrams.

Identify street and drainage maintenance needs and take corrective actions.

Ensure adherence to established safety rules, regulations and guidelines.

Oversee, manage and coordinate services through multiple contractors.

Demonstrate political acumen; deal positively with confrontation and controversial issues; and, facilitate community participatory decision making to resolution.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, laws, codes and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience equivalent to a Construction/Maintenance Inspector II in public works, building trades, or maintenance, including one year of responsibility in a lead role.

Education/Training:

Equivalent to a completion of twelfth grade supplemented by coursework in construction field inspection, public works maintenance, landscape management including open space, creeks and public right-of-way, business management, public administration or a related field.

License or Certificate

Possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Gain certification in various specialized maintenance, construction and emergency tools as required by OSHA and needed by the organization.

ATSSA – Traffic Control Supervisor (TCS) Certification highly desirable.

PHYSICAL REQUIREMENTS

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently walk, stand; climb; intermittently twist, bend and reach to investigate landscape, inspection, and maintenance issues, perform simple grasping and fine manipulation; use telephone, and communicate through written means; lift or carry 25 pounds or less.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

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