



## **Streets & Surface Water Maintenance Supervisor**

**City of Kenmore**

### **SUMMARY**

Under the direction of the Public Works Operations Manager, this position requires a variety of unskilled, semi-skilled, and skilled maintenance and repair tasks within a specific area of the Public Works Department. This is a field supervisor position, the person in the position will be required to perform and direct the work of others in the field. The position requires knowledge and experience of streets and surface water system maintenance, vegetation and landscape maintenance, cleaning methods, procedures and techniques, and the ability to use hand tools, power tools, light duty vehicles and heavy equipment. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

The City has a team approach to its maintenance activities. While this position is primarily active in streets and surface water system maintenance, the overall maintenance priorities will provide the opportunity to participate in Parks and Facilities Maintenance functions, as well as support for City events and other activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the Public Works Operations Manager in planning and implementing the department goals and objectives.
- In coordination with other supervisors and/or leads within the Public Works Operations Division, creates and implements monthly, weekly, and daily work plans and schedules for City maintenance workers. At the end of each week, produces a report of actual work performed for that week.
- Courteously and promptly responds to complaints and inquiries. Provide a high level of customer service. Enjoys interacting with the public to resolve issues and possesses a high degree of teamwork and creative problem-solving skills.
- Manages contracts for landscape maintenance and other maintenance services. Requests bids for work and negotiates contracts. Closely monitors and supervises contract work on site. Keeps field notes and reviews and monitors contractors' work documentation. Confirm and sign off on work performed during billing cycles.
- Frequently provides labor and other resources to other divisions and departments in the City.
- Recognizes that there are no organizational silos, and that resources, labor, and information are shared across the organization.
- Initiates, develops, and supervises small capital projects to be performed by the City maintenance workers.

- Troubleshoots problems and resolves non-routine maintenance and repairs.
- Drives and operates vehicles and various heavy, medium, and light equipment.
- Operates and maintains a variety of equipment, hand, and power tools; identifies and reports mechanical problems requiring additional repair. Operates dump, flatbed and light duty trucks, snowplows, sanders, spreaders, front-end-loaders, backhoes, and other machinery to perform any operation within the capacity of machine to accomplish the required work.
- Performs all levels and forms of maintenance work, from hand weeding, trimming, hand digging, sweeping, and picking up litter to operating equipment and supervising work crews. Maintains landscaping, mows lawns, trims hedges, clears brush, weeds, and removes debris; paints, applies pesticides, fertilizers, and other chemicals according to applicable guidelines. Cleans and maintains park restrooms and other park facilities. Manages irrigation systems including programming, startup, winterizing, maintenance, and repair.
- Uses power and hand tools in work to maintain, repair and install street signs, shoulders, sidewalks, streets, and drainage systems. Operates power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, sprayers and other equipment or vehicles. Maintains repairs and inspects for safety all street and drainage equipment, vehicles, trailers, and other maintenance equipment.
- Utilizes proper safety precautions in all work performed; recognizes and reports safety hazards, traffic problems, equipment problems and emergency situations. Completes work according to specific work orders. Completes required daily logs, timesheets, and reports.
- Performs semi-skilled and general labor in plumbing, electrical, mechanical, carpentry, painting, and concrete work.
- Frequently interacts and coordinates with the public, volunteers, and personnel in other agencies (neighboring cities, special districts, King County, etc.).
- Serves in the on-call rotation and responds to emergencies in keeping with the City's on-call/emergency callout policy and procedure.
- Occasionally work evenings and weekends. May be called to work twelve-hour shifts in emergencies and snow removal events.
- Ensures team effectiveness and success in achieving division goals and objectives.
- Assigns and delegates tasks. Ensures division employees complete tasks assigned.
- Coaches, mentors, and trains division employees. Conducts performance evaluations of division employees. Is a leader in developing and maintaining a team atmosphere, which supports and encourages employees to make suggestions for innovative operational change.
- Provides guidance and instruction in the proper and most efficient method of accomplishing tasks.
- Provides technical expertise and may perform some specialized tasks depending on individual expertise and abilities of crewmembers.
- Ensures crews have the necessary resources available to perform assigned tasks.
- Encourages the effective use of technology to improve operations.
- May assist in the preparation of the division budget.
- Identifies and effectively resolves technical problems related to work assignments.
- Acknowledges that punctual, regular, and reliable attendance is essential for successful job performance.
- Accountable for the successful completion of all assigned tasks; providing necessary equipment and materials; ensuring a positive, cooperative work environment; and ensuring safety rules are always followed.
- Demonstrates proficiency with computers and software programs for communicating via email (Microsoft Outlook, Microsoft Word, Microsoft Excel, and databases).

- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## QUALIFICATIONS

### Knowledge & Skills:

- General principles of street, stormwater, sidewalk, vegetation, parks, facilities, and sign and marking maintenance and construction, including installation and repair.
- Health and safety hazards associated with this type of work and the necessary safety and health precautions required.
- Skill in effective preparation of work schedules and assignment of work; skill in overcoming service provision problems; and training less experienced workers.
- Street construction techniques to include concrete, asphalt, and stormwater projects.
- Stormwater regulations to include use of best management practices during construction projects.
- Asset management practices including familiarity with asset management software.
- Customer service and problem-solving techniques.

### Abilities:

- Lead and motivate division staff towards the accomplishment of its mission and goals as a service-oriented team.
- Establish and maintain trust, confidence, and effective working relationships with co-workers, the public, City officials, contractors, vendors, and government agencies; effectively interact with tact, patience, and courtesy.
- Troubleshoot problems; apply common sense understanding to solve practical problems.
- Manage project schedules and budgets. Creates project cost and time estimates.
- May plan and develop scopes of work for volunteer projects; work directly with volunteer groups to complete projects.
- Read, interpret, and understand technical manuals, instructions, blueprints, as-built plans, sketches, other plans and diagrams, and records for street, drainage, parks, and facilities.
- Operate backhoes, loaders, excavators, dump trucks, flatbed trucks, light-duty trucks, compressors, pneumatic tools, paint equipment, power tools, hand tools and other tools/equipment used in street, drainage, park, and facilities maintenance.
- Keep electronic and paper records accurate, neat, and in an organized fashion.
- Prepares clear and concise reports as requested.
- Communicate effectively verbally and in writing.
- Learn and use asset management, electronic service request, and work order software.
- Prepare and provide content for electronic communications and social media.
- Represent and serve on internal City committees.
- Calculate mathematics problems.
- Outside work requires operation of motorized vehicle to perform work.
- The position will serve in the on-call schedule rotation and be subject to callback during emergencies on a 24-hour basis and may be required to work occasional evenings, weekends, or holidays during special events.

- Coverage responsibilities will require an alternate work week schedule to coincide with work schedules and seasonal requirements.
- Hearing and speaking to exchange information.
- Dexterity of hand and finger movement to operation keyboard and drafting materials; visual acuity at 20 inches or less; and hearing acuity for speech discrimination.
- Standing or walking for extended periods of time.
- Must be able to talk, receive and understand written and oral communication and give written and oral instruction.
- Must be able to climb ladders and work from heights.
- Must be able to bend at the waist, kneel and crouch.
- Must have the physical ability to lift a minimum of 50 lbs. and carry objects with both hands and arms.
- Must be able to perform moderately medium to heavy manual activities.

#### **Education and Experience:**

- The position typically requires a high school diploma or GED and
- Five years' experience performing the duties of the division or closely related maintenance function required.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.
- Supervisor experience and/or basic training in supervision desired.

#### **Licenses and Certificates**

- A Commercial Driver's License (CDL) CLASS B. is required or must be obtained within the first six (6) months of employment.
- Possession of a state flagging card within six (6) months of employment is required.
- Must possess a valid Washington State Driver's license by date of hire and must have and maintain a good driving record by City standards.
- Ability to obtain and maintain a current First Aid/CPR card will be required.
- Position may also require additional certifications.
- SPECIAL REQUIREMENTS Applicants will be subject to pre-employment as well as ongoing (during employment) drug and alcohol tests and physical examinations. Applicants and employees will be required to comply with State and Federal Drug & Alcohol requirements for CDLs.

#### **ADDITIONAL INFORMATION**

- Work Environment – Working conditions will vary depending upon the work assigned. Supervisors perform a substantial amount of work in the field but work in the office is also required. Duties are performed in both indoor and outdoor work environments at construction sites, facilities, right of ways, streets and parks which will require exposure to varying weather and terrain conditions, noise, dust, mud, moving vehicles or machines, chemical cleaning agents and toxic odors.

- Hours of Work – Will be required to serve on-call and respond to emergencies on a 24-hour basis, including holidays.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Public Works, Operations Division**

**FLSA: Non-exempt**

City of Kenmore

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