

**TOWN OF SAN ANSELMO  
JOB DESCRIPTION  
STREET MAINTENANCE SUPERVISOR**

**DEFINITION**

Under the general direction of the Director of Public Works, coordinates and supervises various public works functions, including maintenance of streets and drainage systems, and other related work as assigned.

**CHARACTERISTICS OF THE POSITION**

This is a management position, with responsibility for the operations of the Town's street maintenance services.

**SUPERVISION EXERCISED AND RECEIVED**

Direction from the Director of Public Works. Directly or indirectly supervises maintenance workers, volunteers, and workers assigned through the County alternative sentence program.

**EXAMPLES OF DUTIES**

Plan, assign, coordinate and supervise the activities of maintenance crews on construction and maintenance work;

Provide training for employees on the safe and effective operation of construction and maintenance equipment;

Maintain time records, daily logs, and work reports;

Respond to public inquiry on public works maintenance activities, as assigned by the Public Works Director;

On-call response to emergencies in the event of a natural disaster or after-hours situations requiring immediate attention;

Other duties as assigned for the provision of public works maintenance services;

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Methods and materials used in the construction, maintenance, and repair of streets and drainage systems;

Regulations affecting the operations of the department;

Safe equipment operations and working practices;

General principles and practices of organization and supervision;

### **Ability to:**

Read and interpret construction drawings and specifications;

Direct and coordinate the work of skilled and semi-skilled workers;

Schedule year-round maintenance program;

Supervise the day-to-day operations of the crews;

Prioritize and coordinate emergency repairs;

Work cooperatively with other Town departments, employees, and community groups;

Communicate tactfully and courteously with the public;

Train employees on safe working practices, maintenance techniques, and equipment operations;

Work independently in the absence of specific direction;

Respond on an emergency basis after work hours;

Be creative in developing new ways to solve problems and achieve goals with limited resources;

**Education**

Graduation from high school, or equivalent degree.

**Experience**

Five years of progressively responsible supervisory experience in public works maintenance and construction work.

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