

**CITY OF LAKE ELSINORE**  
**PUBLIC WORKS SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

**DEFINITION:**

Under general supervision, the Public Works Maintenance Supervisor plans, organizes, assigns, and reviews Public Works maintenance activities and assists with functions including purchasing, budgeting, and long range planning for the City of Lake Elsinore Public Works Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives supervision from the Public Works Division Manager. Exercises supervision over a staff of 15 employees.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plan and direct staff.
- Evaluate operations activities.
- Review equipment needs.
- Develop policies and procedures.
- Research, prepare and present annual budget.
- Monitor, justify and authorize expenses.
- Conduct research, analyze data and prepare recommendations regarding programs, projects and activities.
- Provide technical assistance to other City departments and staff.
- Participate in development of annual budget.
- Assign, evaluate, and discipline subordinate staff.
- Review work and prepare employee performance evaluations.
- Review plans and specifications.
- Administer contracts for services.

- Direct, inspect, and participate in field operations.
- Respond to emergencies.
- Meet with citizen committees and groups.
- Investigate citizen complaints and take appropriate action.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors in all weather conditions, including wet, hot and cold, and lift equipment and materials weighing in excess of 25 pounds, and occasionally requires working in heavy traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Public Works Maintenance Supervisor. The ideal candidate will possess a Bachelors degree in Public Administration, Business Administration, or related field and five (5) years increasingly responsible experience supervising employees.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Materials, methods, practices and equipment used in street cleaning; street, sewer or storm drain system repair; maintenance or construction activities; park landscape maintenance; traffic safety and street lighting; principles of administration, supervision, training, public works maintenance practice, safety practices, budgeting and project record keeping; hazards and safety precautions; methods of repairing and maintaining asphalt and concrete streets, sanitary sewers and sewer laterals, catch basins, and other appurtenant structures; trenches, graders, rollers, concrete mixers, compressors, and street maintenance equipment. Knowledge of and practice in welding is desirable.

**Ability to:**

Read simple engineering plans; to prepare written reports; to organize, train, supervise and evaluate a group of employees engaged in varied activities; assist in preparing contract documents and division budgets and to operate within an approved budget; work and deal courteously and effectively with the general public as well as co-workers; establish and maintain effective relationships with City personnel and the public; set up and maintain record keeping systems; communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with laws, regulations and policies; successfully demonstrate computer proficiency on applicable programs (i.e., time sheets, work order and equipment maintenance) within one year probationary period.

This position requires a strategic thinker with management strengths who can facilitate collaboration as well as creative, yet practical solutions to long term challenges. Community astute leadership, business expertise as well as proficiency in available technology are keys to success in this assignment.