



# City of Gonzales

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GONZALES, CALIFORNIA 93926  
[www.ci.gonzales.ca.us](http://www.ci.gonzales.ca.us)

## PUBLIC WORKS SUPERVISOR

### DEFINITION

The Public Works Supervisor provides day-to-day direction to Public Works personnel in a variety of maintenance, repair, and construction efforts on city streets, storm drains, water and sewer system operations, buildings, parks, grounds, and/or other City facilities. This includes efficient and timely response to emergency operations; to provide efficient customer service. The PW Supervisor shall function as a positive and cooperative team leader.

### DISTINGUISHING CHARACTERISTICS

This job class functions as a first line supervisor within designated City operations. Incumbents in this classification plan, supervise, monitor, and evaluate a wide variety of specialized maintenance functions and are expected to possess in-depth knowledge of public works operations, standards, and procedures.

The Public Works Supervisor is responsible for the successful implementation and completion of assigned and on-going public works programs/operations as well as special project activities. In addition to performing the full range of duties assigned to the Maintenance Worker series, this position is also responsible that City facilities, grounds, and infrastructure are maintained in a safe and effective working condition.

### SUPERVISION RECEIVED AND EXERCISED

The Public Works Supervisor receives direction from the City Manager or Public Works Director within a framework of established policies and overall guidelines.

The Public Works Supervisor exercises direct supervision over assigned subordinate positions.

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

1. Plans, directs, supervises, and participates in the performance of a wide range of maintenance, repair, and construction activities on designated City operations such as streets, water/wastewater plants and systems, storm drains, curbs, sidewalks, parks, and other facilities.
2. Plans, directs, supervises, and participates in the installation of water and sewer mains and repair of mains and service lines as well as the maintenance and cleaning of sewer lines.
3. Plans, directs, supervises, and participates in the wastewater treatment plant operations and maintenance including collecting samples, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities.
4. Plans, directs, supervises, and participates in the operations and maintenance of the water system including collecting samples, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities.

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5. Reviews work orders, determines appropriate labor, materials, and equipment requirements; prepares work schedules and maintains inventory levels to ensure that materials and supplies are available as required.
6. Receives and responds to resident requests and concerns; research inquiry, initiates appropriate response/action, and respond to resident in a timely manner.
7. Plans, directs, supervises and participates in the repair, maintenance, and construction of a variety of paved surfaces; patches and paves sidewalks, curbs, gutters, drop inlets and catch basins utilizing pre-mixed asphalt.
8. Plans, directs, supervises and participates in the repair, maintenance, construction and installation of traffic signs; painting traffic markings on streets and intersections utilizing hand brush, roller and/or spray guns.
9. Plans, directs, supervises, and participates in groundskeeping and landscaping activities at City parks, playgrounds, landscape strips, and the swimming pool. This includes installing and repairing sprinkler systems.
10. Oversees, coordinates, and monitors the work of contractors performing new construction or repairs for City public works projects; inspects work in progress and provides management with updates and status reports.
11. Plans, directs, supervises, and participates in the training of public works staff, procedures, and system maintenance as well as the safe and efficient operation of a variety of vehicles, equipment and machines.
12. Establishes and/ maintains a variety of logs, work orders, and records and prepares reports on operations periodically and upon request; reviews and verifies logs and reports completed by subordinate staff to ensure compliance with pertinent regulatory requirements.
13. Supervises and evaluates assigned work teams to ensure the completion of daily work orders; monitors and inspects completed projects/assignments.
14. Operates a variety of motorized, power, and hand-powered machines and equipment to include roller, dump truck, skid steer, tractor, backhoe/loader, jackhammer, compressor, sewer rodder, mower, and concrete saw.
15. Assists the Public Works Director in administrative and operational functions such as budgeting and purchasing functions as assigned; provides back-up to the Public Works Director in his/her absence and as necessary.
16. Plans, schedules, coordinates and participates in the timely response to emergency calls on weekends, holidays, and evenings .
17. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the general public.
18. Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Standard and accepted methods, tools, and equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.

Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of municipal public works operations and facilities.

Standard and accepted safety procedures applicable to a variety of maintenance and construction activities.

City's operations, policies and procedures related to assigned duties.

Public Works Department's operations, policies, procedures and facilities.

Standard and accepted operations and maintenance of City's water and sewer treatment and distribution operations and related systems.

Basic methods and techniques of supervision including employee motivation and team leading.

Basic computer operations including word processing and spreadsheet applications.

Basic methods and techniques for report preparation and business writing.

Standard and accepted methods and techniques for recordkeeping.

Standard English usage, spelling, grammar, and punctuation.

### **Skill to:**

Understand, interpret, and carry out a variety of oral and written instructions in an independent manner.

Learn basic database and spreadsheet software applications.

Operate a variety of light to heavy motorized and power equipment used in the maintenance, repair, and construction of the City's public works operations and facilities in a safe and effective manner.

Operate a variety of hand powered maintenance and construction equipment in a safe and effective manner.

Perform routine mathematical calculations including addition, subtraction, multiplication, and division.

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Identify problem, gather pertinent information, develop alternative solutions, and make appropriate recommendation for plan of action.

Establish and maintain a variety of records and logs in an organized and effective manner.

Prepare a variety of administrative documentation, forms, and reports in a readable, clear and concise manner.

Communicate orally and in writing in an effective and tactful manner.

Supervise and evaluate the work of assigned staff in multiple classifications in an effective and positive manner.

Organize and prioritize the work of self and others in an effective and timely manner.

Provide courteous and positive customer service.

Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

**LICENSES AND CERTIFICATES**

The following are required for this position:

- A valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.

The following are strongly preferred upon employment and will be required for a Pay Step Increase beyond Step 3:

- Possession of a California Wastewater Operation Grade II Certificate in good standing
- Possession of a California Water Distribution Grade II Certificate in good standing.
- Possession of a California Collection Operators Grade II Certificate in good standing.

The following are preferred for this position:

- Possession of a California Pesticide Applicator License.
- Possession of a Cross Connection Control Program Specialist Certificate of Competency.

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**TRAINING AND EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

**Education**

High School graduation is required.

An associate degree or bachelor's degree in public administration, engineering, or a closely related field from an accredited college is desirable.

**Experience**

At least eight years of progressively responsible work experience with a public agency's public works or equivalent department that includes at least two years performing lead and/or supervisory functions.

**TYPICAL PHYSICAL REQUIREMENTS**

Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors, and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects and occasionally lift and/or move heavy objects. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TYPICAL WORKING CONDITIONS**

Employee performs many duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in public roadways, at the wastewater treatment plant, and the community pool. Possible exposure to electrical, mechanical, and/or chemical hazards. There will be daily and frequent contact with staff, residents, and businesses.



*City of Gonzales*

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OFFICE USE ONLY  
DATE RECEIVED

P.O. Box 647 \* 147 Fourth Street, Gonzales, CA 93926

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## EMPLOYMENT APPLICATION

*Please print in ink*

Date	Social Security Number	Home Phone # ( )	Cell Phone # ( )
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State      Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

**ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING**

Language(s) Written		Other Skills or Special Training You Have or Machines You Operate
Language(s) Read		
Words Per Minute	Computer Programs	

## EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade

Are You Attending School Now? Yes\_\_ No\_\_  
Where? \_\_\_\_\_  
What Hours? \_\_\_\_\_  
Course of Study? \_\_\_\_\_  
Do You Plan Further Educational Study?  
Yes\_\_ No\_\_ What Field? \_\_\_\_\_

*Certificates and licenses (give state, number and expiration date) and membership in professional societies.*

*Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)*

*Other Pertinent Qualifications:*

## **EMPLOYMENT RECORD**

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING		
From: <i>Month</i>	Year	To: <i>Month</i>	Year		Total # of Months/Years	Hours worked per week
Type of Business		Name of your supervisor			Phone Number	May we contact your current employer?

<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING		
From: <i>Month</i>	Year	To: <i>Month</i>	Year		Total # of Months/Years	Hours worked per week
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<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING		
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Type of Business		Name of your supervisor			Phone Number	May we contact your current employer?

## **MILITARY SERVICE**

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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*The City is an  
affirmative action/equal  
opportunity employer*

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

\_\_\_\_\_  
Applicant's Signature

# CITY OF GONZALES

## PUBLIC WORKS SUPERVISOR

### SUPPLEMENTAL QUESTIONNAIRE

#### **INSTRUCTIONS TO APPLICANTS:**

This supplemental questionnaire must be submitted with your application for the position of Public Works Supervisor.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

**Applications for the position of Public Works Supervisor will not be considered without this supplemental questionnaire.** Applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained in your responses will be verified through background and reference checks should you be a finalist.

*Responses such as "see resume," "see application," or "see attached" will not be evaluated.*

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Name

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Mailing Address, City, State, Zip

\_\_\_\_\_  
E-Address



APPLICANT'S NAME: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONNAIRE

## PUBLIC WORKS MAINTENANCE SUPERVISOR

1. Describe your training and experience in evaluating subordinates, and what steps you would take to ensure that employees are performing at the level that is prescribed under their job description.

[illegible]

APPLICANT'S NAME: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONNAIRE

## PUBLIC WORKS MAINTENANCE SUPERVISOR

2. What type of education and work experience have you received that would qualify you for this position.

[illegible]

APPLICANT'S NAME: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONNAIRE

## **PUBLIC WORKS MAINTENANCE SUPERVISOR**

3. Describe how you would handle an employee who has a satisfactory work performance record but his interaction with his fellow employees becomes disruptive to the organization. How would you approach these problems and what steps would you take to ensure this does not continue.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPLICANT'S NAME: \_\_\_\_\_

## SUPPLEMENTAL QUESTIONNAIRE

## PUBLIC WORKS MAINTENANCE SUPERVISOR

4. Describe your experience in operating and maintaining water systems, sewer systems, roadways, parks, and public buildings.

[illegible]