



City of Gonzales

P.O. BOX 647
PHONE: (831) 675-5000

147 FOURTH ST.
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GONZALES, CALIFORNIA 93926
www.ci.gonzales.ca.us

City of Gonzales

PUBLIC WORKS MAINTENANCE SUPERVISOR

DEFINITION

To provide supervision and day to day direction to multiple Public Works crews and assigned staff within designated City operations; to plan, assign, supervise, evaluate, and participate in a variety of maintenance, repair, and construction work on specific City operations such as streets, storm drains, water and sewer system operations, buildings, parks, grounds, and/or other City facilities; to oversee, direct, and provide efficient and timely response to emergency operations; to provide efficient customer service and to function as a positive and cooperative team leader and member.

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. Incumbents in this job class are 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 job class is also responsible ensure that assigned City public facilities, grounds, and infrastructures are maintained in a safe and effective working condition on a day to day basis.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive consistent direction from the Pubic Works Director within a framework of established policies and over-all guidelines.

Employees in this classification exercise direct supervision over assigned subordinate positions.

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

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.

Plans, directs, supervises, and participates in the installation of new water and sewer mains and repair of existing mains and service lines as well as the maintenance and cleaning of sewer lines.

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Plans, directs, supervises, and participates in the wastewater treatment plant operations and maintenance work including collecting samples, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities.

Plans, directs, supervises, and participates in the water treatment plant operations and maintenance work including collecting samples, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities.

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.

Receives and responds to a variety of customer requests, concerns, and complaints regarding public works functions and activities; researches inquiry, initiates appropriate response/action, and responds to customers in a timely and courteous manner.

Plans, directs, supervises and participates in the repair, maintenance, construction, and break up of a variety of paved surfaces; patches and paves new concrete sidewalks, curbs, gutters, drop inlets and catch basins utilizing pre-mixed asphalt.

Plans, directs, supervises and participates in the repair, maintenance, construction and installation of traffic signs; painting curb and traffic markings on streets and intersections utilizing hand brush, roller and/or spray guns.

Plans, directs, supervises, and participates in the performance of a variety of groundskeeping and landscaping activities in the maintenance of City parks, playgrounds, landscape strips, and the swimming pool; installing and repairing sprinkler systems.

Oversees, coordinates, and monitors the work of contractors and outside engineers performing new construction or repairs for the City's public work's projects; inspects work in progress and provides management with updates and status reports.

Plans, directs, supervises, and participates in the training of subordinate staff in City departmental operations, procedures, and system maintenance as well as the safe and efficient operation of a variety of motorized vehicles, equipment and machines.

Establishes and/or 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.

Supervises and evaluates assigned work teams to ensure the completion of daily work orders; monitors and inspects completed projects/assignments.

Operates a variety of motorized, power, and hand-powered machines and equipment to include roller, dump truck, back hoe/loader, jackhammer, tamper, compressor, sewer rodder, mower, concrete saw, auger or sand blasting machine, pick-up truck, and street sweeper.

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.

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Plans, schedules, coordinates and participates in the timely response to emergency calls on week-ends, holidays, and evenings as assigned and according to established call back lists.

Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the general public.

Performs related 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 as they relate 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 basic word processing applications.

Basic methods and techniques for report preparation and business writing.

Basic mathematical calculations to include addition, subtraction, multiplication, and division.

Standard and accepted customer service etiquette.

Standard and accepted methods and techniques for recordkeeping.

Standard English usage, spelling, grammar, and punctuation.

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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 utilized 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.

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

Possession of a valid and appropriate California state drivers license.

Possession of a safe driving record per the City's driving standard policy.

May require one or more of the following:

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Possession of a valid California Wastewater Operation Grade II Certificate.

Possession of a valid California Water Distribution Operator Grade II Certificate.

Possession of a valid California Collection Operators Grade II Certificate.

Possession of a valid California Pesticide Applicator License.

Possession of a valid Cross Connection Control Program Specialist Certificate of Competency.

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 these knowledge and abilities would be:

Training

An associates degree from an accredited college or university in public or business administration, engineering, or a closely related field. A bachelor's degree is highly desirable.

Experience

At least four (4) years of progressively responsible work experience with a public agency's public works or equivalent department to include at least two (2) 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 assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, and underground. Possible exposure to electrical, mechanical, and/or chemical hazards. Continuous contact with staff, service users, businesses as well as the general public.

SALARY AND BENEFITS

SALARY RANGE: Salary \$5,930.67 - \$8,070.82/month

HEALTH INSURANCE: The City contributes significantly towards an employee's medical, dental and vision insurance coverage and contributes toward dependent coverage.

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- RETIREMENT:** ***Miscellaneous (non-safety)-Classic*** employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.
- Miscellaneous (non-safety)-PEPRA*** employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.
- HOLIDAY LEAVE:** Thirteen (13) days per year.
- VACATION LEAVE:** Vacation Leave is accrued as follows:
1. Six and two-thirds (6 2/3) hours per month for less than three (3) years of service.
 2. Ten (10) hours per month for three (3) to ten (10) years of service.
 3. Eleven and two-thirds (11 2/3) hours per month for ten (10) to fifteen (15) years of service.
 4. Thirteen and one-third (13 1/3) hours per month for fifteen (15) or more years of service.
- SICK LEAVE:** Eight (8) hours per month.
- LIFE INSURANCE:** The City pays 100% of the current Life Insurance Policy.
- LONG TERM DISABILITY:** The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

APPLICATION/SELECTION PROCEDURE AND DEADLINE

All applicants must complete and file a City of Gonzales application form, plus submit with the application their responses to the supplemental questionnaire. A resume may be submitted with the application but cannot take the place of the application. **Deadline is September 16, 2025.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA or emailed to cfirme@ci.gonzales.ca.us. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

The City of Gonzales is an Equal Opportunity Employer.



City of Gonzales

www.gonzalesca.gov

OFFICE USE ONLY
DATE RECEIVED

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

☎ (831) 675-5000

☎ (831) 675-2644

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.

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

EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: <i>Month Year</i>	To: <i>Month Year</i>	Total # of Months/Years	Hours worked per week	
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EMPLOYER Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
From: <i>Month Year</i>	To: <i>Month Year</i>	Total # of Months/Years	Hours worked per week	
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.

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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.

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