



We invite applications for the position of:
PUBLIC WORKS SUPERVISOR
\$9,669 - \$11,530 MONTHLY SALARY
Plus a comprehensive benefits package

The City of San Mateo Public Works Department is looking for two Public Works Supervisors

Why Join our Department?

The Public Works Department is comprised of the Engineering and Facilities Services Division and the Environmental Services Division. Each division is led by a Deputy Director reporting to the Director of Public Works. The Department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned parking lots and garages, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, and dams and levees.

The Public Works Department is committed to high performance levels and standards, utilizing best practices relative to performance management and team-oriented approaches. Each manager and supervisor is responsible for ensuring the best possible performance of each employee and the accomplishment of the Department's collective goals and work plans.

Look to some of the reasons why the City of San Mateo is a great place to work, https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do

The Public Works Supervisor will organize and supervise work crews engaged in the maintenance and repair of streets, traffic markings, signs, signals, street lights, drains, storm pump, stormwater conveyance systems and sanitary pumps, lagoons, dams, creeks and ditches; to provide technical staff assistance, including safety compliance and implementation. Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of program goals and objectives; standard operating procedures; establish schedules and methods for street, traffic and stormwater conveyance systems maintenance and repair; safety compliance and implementation; implement policies and procedures.
- Organize and supervise crews of skilled and semi-skilled personnel in the repair and maintenance of streets and stormwater conveyance systems, including street resurfacing, streetlights, traffic signals and street markings and signs, repairing and patching; street cleaning; sidewalk, curb and gutter removal and replacement; sewer cleaning and repair; weed control and storm drain cleaning maintenance.
- Maintain and interpret time, material and equipment use records; determine and implement adjustments to optimize the effectiveness of the maintenance system.
- Investigate complaints and recommend corrective actions as necessary to resolve complaints.
- Fully utilize the computerized work systems in accordance with workflow processes.
- Participate in selecting, training, motivating, counseling and evaluating staff; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Coordinate safety training and support Department safety programs including preparation and updating of City safety practices, standard operating procedures and training materials. May be asked to conduct specific safety trainings depending on training and experience. These activities may be required in both the Engineering & General Services and Environmental Services Divisions as requested by the Director.
- Inspect the work of crews while in progress; provide advice and assistance to subordinate supervisors and lead workers.
- Assist in preparing cost estimates for street, sewer, traffic and drainage system maintenance and repair activities; make plans and sketches for minor street maintenance and repair projects.
- Assist in coordinating street, sewer, traffic and drainage system maintenance activities with other City departments, divisions, and sections and with outside agencies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed equipment and materials; monitor and control expenditures.

- Monitor streets, traffic signs and signals, street lights, sidewalks, curbs, gutters, and drainage facilities for needed maintenance and repairs.
- Issue purchase orders to contractors and vendors; requisition materials and supplies

The Public Works Supervisor receives direction from the Public Works Field Maintenance Manager or other Public Works senior management personnel and exercises direct supervision over crew lead workers, crews, and other staff per program assignment.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86c>

Who You Are

- An individual who possesses thorough **knowledge** of materials, methods, practices and equipment used in street, sewer, traffic and storm drain system maintenance and repair activities; types and level of maintenance and repair activities generally performed in a street, traffic, drainage and sewer system maintenance program; occupational hazard elimination and standard safety precautions necessary in the work, OSHA safety standards, training requirements, materials and best practices (Safety Coordinator assignment); basic elements of civil engineering as they relate to street drainage and sewer maintenance and repair; use of Computerized Maintenance Management Systems to develop efficient and effective maintenance practices; budgeting principles and techniques; principles and practices of project management; and principles of supervision, training, and performance evaluation.
- An individual who possesses the **ability** to interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects; learn the geography of the City, including the location of pump stations, major utility systems, streets, and sewer and drainage facilities; prepare and maintain records and reports; use computers and handheld electronic devices in the course of work; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and supervise, train and evaluate personnel.

What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- You possess three years of increasingly responsible experience in street maintenance, traffic maintenance and/or drainage systems repair, including minimum of one year lead supervisory experience.
- You possess the equivalent of a High School diploma or GED supplemented with course work in supervision, management, construction, business, maintenance, safety or another related field.

License or Certificate:

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

Bonus Points (*highly desirable*)

- Associate of Arts degree or certificate in management, business, safety and/or supervision or another related field.
- California Water Environment Association (CWEA) and International Municipal Signal Association (IMSA) Certification.

ADA Special Requirement: *Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 50 pounds; exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.*

What We Offer

- **Salary:** \$9,669 - \$11,530/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to a 457 Deferred Compensation Plan, and a 1.0% match to the Employee's voluntary contribution.
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation
- Credit Union Membership
- Bilingual Differential \$195 monthly (if applicable)

- For more information please refer to the Management Association [Benefits Summary](#) effective January 2022.
- This classification is represented by the San Mateo Management Association

Are You Ready? Apply.

Submit an online application, résumé, (*required*) and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close on **August 30, 2024, at 5 p.m. or upon receipt of the first 50 applications, résumés, (*required*) and supplemental questionnaires, whichever occurs first.**

Examination Process

All applications, résumés (*required*) and responses to supplemental questions received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled for September 18, 2024.**

An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – July 22, 2024

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Public Works Supervisor

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience in supervising one or more of the following areas of field maintenance: repair and maintenance of wastewater and stormwater conveyance systems, traffic signal and street lights, streets resurfacing and repair, street markings and signs, street cleaning, sidewalk and curb and gutter replacement and weed control and storm drain cleaning maintenance.
2. How do you handle situations where staff are taking early or extended lunch breaks without authorization?
3. How do you manage the budget process? Explain the steps you take to develop a new departmental budget. When there are constraints, how do you work within them?