

Contra Costa County

Public Works Maintenance Supervisor

SALARY: \$38.31 - \$44.43 Hourly
\$6,640.65 - \$7,701.12 Monthly
\$79,687.80 - \$92,413.44 Annually

The Contra Costa County Public Works Department – Maintenance Division is offering an excellent employment opportunity to fill vacant Public Works Maintenance Supervisor positions, located in Martinez, CA. Under general supervision, a Public Works Maintenance Supervisor assigns and supervises the work of Public Works maintenance crews in the repair and maintenance of County roads, road structures and drainage facilities; and to do related work as required.

The Public Works Department provides for the construction, maintenance and improvement of infrastructure within the unincorporated area of the County and the Flood Control District as well as county buildings and grounds. The department is organized to conform to the process of developing and building projects. Public Works maintains 660 miles of roads and more than 79 miles of streams; channels and other drainage facilities as well as maintains 93 county buildings.

The Public Works Department has an organizational culture that strives for continuous improvement. Our mission is to deliver cost effective, safe, reliable and sustainable projects, programs and quality services as well as provide support services that are competitive, attentive, responsive, efficient, safe and high quality to our customers and fellow County Departments. The Public Works Department is an accredited agency. The Department became the first County in California to be accredited by the American Public Works Association in July 2001 and was re-accredited in 2004, 2008, 2012 and 2016. The Department reviews and improves work processes and are now re-evaluated for accreditation on a four-year cycle.

We are looking for someone who:

- Has a proven track record demonstrating training, leading, coaching and evaluating subordinates
- Has strong working knowledge of the methods, procedures, equipment and accepted safety practices used in flood control and road maintenance projects
- Keeps abreast of laws, policies, and ordinances
- Collaborates and effectively plans and organizes the work of staff
- Has effective oral and written communication skills
- Possesses organizational and time management skills to work on multiple projects simultaneously
- Is motivated to learn and grow professionally

What you will typically be responsible for:

- Supervising a Public Works maintenance crew in the performance of required maintenance work on road and flood control facilities such as: clearing of debris and vegetation, repairing road surfaces, installing and cleaning drainage culverts, painting of traffic control markings, traffic signage, and ordering materials.
- Inspecting County roads and drainage facilities and recommending needed maintenance and repair work, and preparing work schedules and cost estimates.
- Preparing annual and quarterly work plans for crew activities, and planning semi-monthly work schedules for achievement of annual and quarterly work plans.
- Preparing and maintaining necessary documentation concerning personnel matters and work performed, including, but not limited to, timesheets, purchase order requests, personnel evaluations, accident and injury reports, personnel disciplinary actions, daily reports and daily work quantities.
- Preparing and maintaining an inventory and condition report of all equipment and tools within the assigned crew.
- Maintaining an ongoing safety program to ensure crew safety practices in the field and recommending changes for improved performance.
- Using a personal computer to work with the Maintenance Management System (MMS) and other job related software programs.
- Providing on-going training, coaching and mentoring of employees for improved work performance and maintaining good working relationships with peers and administrative and subordinate staff.

A few reasons why you might love this job:

- Contra Costa County is a great place to work and play.
- Supportive environment with a supportive caring administration.
- Teamwork is highly encouraged.
- Alternative modified work schedules 4-10 hour shifts, 3 day weekends.
- An environment where collaboration and engagement is highly encouraged to learn and grow.

A few challenges you might face in this job:

- Maintaining road and flood control infrastructure with a small staff size and ensuring work is in compliance with environmental regulations.
- Structuring and scheduling staff needed to maintain the County infrastructure.
- Training staff on work activities and equipment.
- Cultivating a consistent, efficient and effective workforce.

Core competencies required:

- Professional & Technical Expertise: Applying technical subject matter to the job
- Mechanical Insight: Comprehending how mechanical, electrical, and structural systems operate and interact
- Analyzing & Interpreting Data: Drawing meaning and conclusions from quantitative or qualitative data
- Mathematical Facility: Performing computations and solving mathematical problems
- Legal & Regulatory Navigation: Understanding, interpreting, and ensuring compliance with laws and regulations

- Project Management: Ensuring that projects are on-time, on-budget, and achieve their objectives
- Using Technology: Working with electronic hardware and software applications
- Professional Integrity & Ethics: Displaying honesty, adherence to principles, and personal accountability
- Oral Communication: Engaging effectively in dialogue
- Writing: Communicating effectively in writing

Description:

Our mission is to deliver cost effective, safe, reliable and sustainable projects, programs and quality services as well as provide support services that are competitive, attentive, responsive, efficient, safe and high quality to our customers and fellow County Departments.

Qualifications:

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's license will be accepted during the application process

Education: Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate.

Experience: Four (4) years of full-time (or the equivalent of full-time) experience with either a private contractor or Public Works Department performing a variety of road and/or drainage channel maintenance tasks including manual labor and operation of power equipment, two (2) years of which must have involved responsibilities equivalent to those performed by incumbents of the Contra Costa County class of Maintenance Worker III.

Other Requirements: Employees in this class may be subject to drug and alcohol testing under provisions of the County's Drug and Alcohol Testing Program

How to Apply:

Go to <https://www.governmentjobs.com/careers/contracosta> to search Public Works Maintenance Supervisor.