invites applications for the position of:

Public Works Maintenance Supervisor

Bargaining Unit: Local 21 - Supervisory Management

An Equal Opportunity Employer

**SALARY:**
- $37.20 - $43.14 Hourly
- $2,975.65 - $3,450.84 Biweekly
- $6,447.24 - $7,476.82 Monthly
- $77,366.88 - $89,721.84 Annually

**DEPARTMENT:**
- Public Works

**OPENING DATE:**
- 01/03/20

**CLOSING DATE:**
- 01/12/20 11:59 PM

**THE POSITION:**

Contra Costa County Public Works Department

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 relate 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 a strong working knowledge of the methods, procedures, equipment and accepted safety practices used in flood control and road maintenance projects
• Keeps abreast on laws, polices, 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

TYPICAL TASKS:

https://agency.govtjobs.com/contracosta/job_bulletin.cfm?jobID=2632863&sharedWindow=0
• Inspects County roads and drainage facilities in a designated area and recommends needed maintenance and repair work
• Prepares work schedules and cost estimates, ensuring adherence to county, state and federal regulations
• Supervises a Public Works maintenance crew in the performance of required maintenance work on road and flood control facilities.
• Orders materials, verifying material/equipment availability
• Coordinates work with affected utilities and adjoining property owners
• Prepares annual and quarterly work plans for crew activities
• Recommends labor/equipment needs, prioritizes work to fit approved budget, plans more complicated maintenance activities, resolves personnel problems and responds to citizen complaints
• Plans semi-monthly work schedules collaboratively with members of their crew and discusses the status of achievement of quarterly and annual plans
• Prepares and maintains necessary documentation concerning personnel matters and work performed under their direction (this includes, but is not limited to, timesheets, purchase order requests, personnel evaluations, accident and injury reports, personnel disciplinary actions, daily reports and daily work quantities)
• Prepares and maintains an inventory and condition report of all equipment and tools within assigned crew
• Maintains an ongoing safety and supervision (policy) program with assigned crew
• Uses a personal computer to work with the Maintenance Management System (MMS) and other job related software programs
• Provides on-going training, coaching and mentoring of employees for improved work performance
• Observes crew safety practices in the field and recommends changes for improved performance
• Maintains good working relationships with peers and administrative and subordinate staff

MINIMUM 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

SELECTION PROCESS:

1. Application Filing: All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date. A completed Supplemental Questionnaire is required at the time of applying.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Oral Examination: An oral examination will be conducted to measure candidates’ competencies as they relate to the job. These may include but are not limited to: Professional & Technical Expertise; Mechanical Insight; Analyzing & Interpreting Data; Mathematical Facility; Legal & Regulatory Navigation; Project Management; Using Technology; Professional Integrity & Ethics; Oral Communication (Weighted 100%)

The Oral Interview is tentatively scheduled to take place February 5, 2020

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.
CONVICTION HISTORY
After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER
All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY
It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

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Public Works Maintenance Supervisor Supplemental Questionnaire

* 1. The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications for the Public Works Maintenance Supervisor position and to assist in assessing each applicant’s individual qualifications. Your responses to the supplemental questionnaire will be used to evaluate your relevant experience and training to determine which applicants will be invited to participate in the next step of the selection process.
   - ☐ I Understand

* 2. The minimum qualifications for this position require a valid motor vehicle operator’s license AND Possession of a high school diploma, G.E.D. equivalency or a high school proficiency certificate AND 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. Do you meet the minimum qualifications for this position?
   - ☐ Yes
   - ☐ No

* 3. Do you possess a valid driver license?
   - ☐ Yes, I possess a valid driver license
   - ☐ No, I do not possess a valid drive license

* 4. Do you possess a high school diploma, G.E.D. equivalency or a high school proficiency certificate?
   - ☐ Yes
   - ☐ No

* 5. How many years of experience do you possess with a private contractor performing a variety of road and/or drainage channel maintenance tasks including manual labor and operation of power equipment?
   - ☐ More than 5 years of experience as described
☐ 4 years or more, but less than 5 years, of experience as described
☐ 3 years or more, but less than 4 years, of experience as described
☐ 2 years or more, but less than 3 years, of experience as described
☐ 1 year or more, but less than 2 years, of experience as described
☐ Less than 1 year of experience as described
☐ I do not have any experience as described

* 6. How many years of experience do you possess with a Public Works Department performing a variety of road and/or drainage channel maintenance tasks including manual labor and operation of power equipment?
☐ More than 5 years of experience as described
☐ 4 years or more, but less than 5 years, of experience as described
☐ 3 years or more, but less than 4 years, of experience as described
☐ 2 years or more, but less than 3 years, of experience as described
☐ 1 year or more, but less than 2 years, of experience as described
☐ Less than 1 year of experience as described
☐ I do not have any experience as described

* 7. How many years of experience do you possess performing responsibilities equivalent to those performed by incumbents of the Contra Costa County class of Maintenance Worker III? Examples of qualifying duties include: - Performing a multitude of tasks relating to road and drainage channel maintenance which involve the use of hand tools and the operation of equipment involving simple manipulations and driving commercial vehicles such as dump trucks and truck-and-trailer - Operating a dump truck, stake-bed truck, pickup truck, sign truck, bridge truck, or pavement marking truck, or use of rollers in compacting base materials or surfacing - Operating front end loaders, small tractors, power mowers and street sweepers in loading road materials and in removing slides, brush, weeds and debris from streets, roads and gutters - Regularly checking or inspecting brakes, lights, tires, fuel levels and auxiliary equipment - Performing necessary daily service to the equipment - Working as oiler on power shovels
☐ More than 3 ears of experience as described
☐ 2 years or more, but less than 3 years, of experience as described
☐ 1 year or more, but less than 2 years, of experience as described
☐ Less than 1 year of experience as described
☐ I do not have any experience as described

* 8. I understand that employees in this class are subject to drug and alcohol testing under provisions of the County’s Drug and Alcohol Testing Program.
☐ Yes
☐ No

* 9. I certify that I meet the announced minimum requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.
☐ Yes
☐ No

* Required Question