

Definition: Under direction, to plan and direct the maintenance and repair of Municipal Public Works, and to do related work as required.

Examples of Duties:

Plans, organizes, inspects and gives general direction to the construction, maintenance and repair of City streets, sewers, buildings, grounds, lighting, storm drains, water facilities, signs, and municipal equipment; instructs and reviews on the job training in plumbing, carpentry, painting, equipment operation and other various skilled trades; review estimates and requisitions for materials and approves payments therefore; prepares budgets, maintains records and prepares reports; investigates complaints and recommends necessary action; is responsible for personnel and public relation activities for Public Works operations.

Minimum Qualifications:

Knowledge of:

- Methods and techniques used in all phases of Municipal Public Works Operations.
- Principles of modern supervision.
- Equipment, tools and their uses.
- Materials used in pipeline and street construction.

Ability to:

- Plan, layout and administer a comprehensive work program.
- Read and interpret construction plans and specifications.
- Train work crews in public works repairs and construction of public works facilities.
- Keeps accurate records and prepares reports.
- Make personnel evaluations and recommendations.
- Supervise subordinate employees and make disciplinary recommendations.

Education: Formal or informal education equivalent to two years of college is required. Additional education will be given consideration on the selection process.

Experience: Six years of increasing responsible experience in Public Works involving the construction and maintenance of streets, sewers, water mains, storm drains, signs and painting and other related public works activities, two years of which must have been comparable to a supervisor class in the City of Millbrae.

License: Possession of a valid California operation's license issued by the State of Department of Motor Vehicles and a satisfactory driving record.