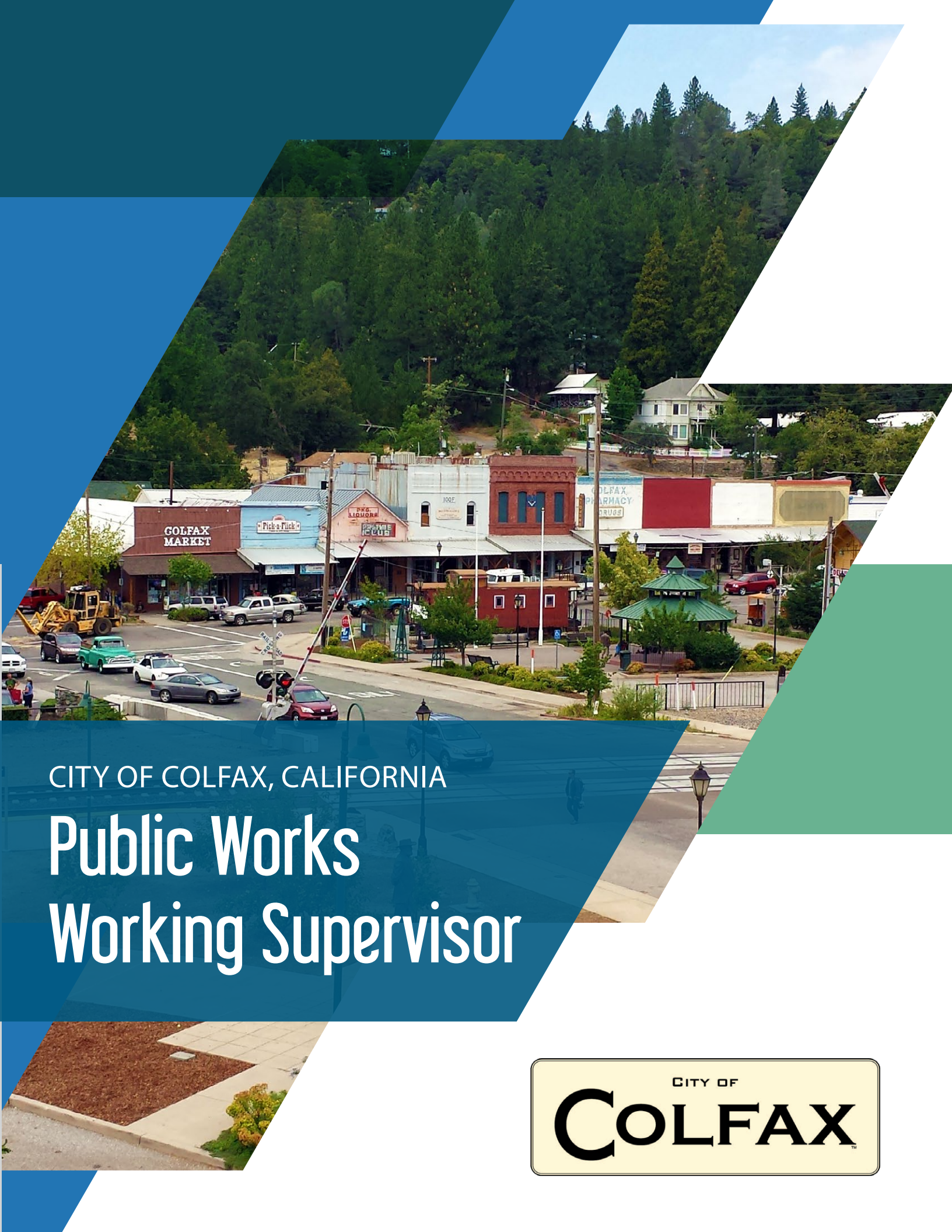

CITY OF COLFAX, CALIFORNIA

Public Works Working Supervisor

CITY OF COLFAX

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Above the fog and below the snow the City of Colfax seeks to preserve a healthy, stable, and local economy, while embracing its rich heritage.

Our City values friendly neighborhoods, good schools, and Community organizations, which help create a distinctive town in which to live and work. We value our historic architecture, rich rail history, abundant recreational opportunities and natural resources that enhance the quality of life in Colfax.

Colfax has a strong sense of community. We take pride in our highly collaborative emergency services team, the community's robust civil services and vibrant volunteer organizations. Each group serves the community to create an ideal place to live, work and enjoy the beautiful Sierra Foothills.

The City will continue to provide for a positive plan for growth, infrastructure, and alternative transportation opportunities for its citizens. The City of Colfax will govern in a pro-active manner ensuring the delivery of essential health and safety services.

The City is confident they can meet the challenges of responsible growth in the future.

THE AREA

While honoring our rich cultural history as a transportation hub during the Gold Rush of the 1850's and as the western terminus of the first transcontinental railroad, the people of Colfax look to a future of vital, balanced growth.

Just over 2,000 residents are fortunate to live in a community nestled in the Sierra Mountains. Colfax is at the heart of the areas great outdoor recreational attractions including snow skiing, hiking trails, American River and Bear River, and Rollins Lake.

Visit Colfax to experience the quaint historic downtown area with a train depot, museum, library, shops, and restaurants or stop by the I-80 corridor for refreshments and fun on your travels between the High Sierra and the Sacramento/Bay Area region.

Colfax is an ideal place to live, work, and visit!

CORE VALUES

Initiative – is taking independent action and/or creating opportunities to get the job done and prevent or resolve problems.

Respecting Differences – is understanding of the differences others bring as well as seeking and valuing others' input.

Accepting Responsibility – is holding oneself accountable for one's work or actions and striving for continuous improvement of the city's overall effectiveness.

Service Motivation – is committed to serve the public and to meet the needs of customers, fellow employees and the city. It means focusing one's efforts on finding out and meeting the needs of others. Shares information openly.

Adaptability – is the ability and willingness to adapt to and work effectively in light of new information, changing situations and/or different environments.

THE POSITION

The Public Works Working Supervisor will perform advanced journey level, lead, and supervisory responsibilities, to include a wide variety of maintenance, construction or operational tasks. Incumbents perform skilled work in the maintenance, repair or operation of streets, storm water, sewer collection, parks and buildings. Under direction of the Public Works Director, this position leads, oversees, reviews, and performs work activities and duties assigned to the Public Works maintenance crews; assumes responsibility for the more difficult and complex tasks; performs other related duties as required. The Public Works Working Supervisor classification is part of City management and is within the classifications represented by, or eligible for representation by, Stationary Engineers Local 39. This position currently supervises a total of three staff, to include two (2) Maintenance Worker Is and one Maintenance Worker II position. Additionally, this is a FLSA non-exempt position.

IDEAL CANDIDATE

The ideal candidate will have proven success and experience as a supervisor. Strong candidates will possess the ability to lead and motivate staff to ensure a positive and collaborative working environment. Strong communication and interpersonal skills are a must for this position, as is the ability to adhere to the safety protocols. As a Public Works Working Supervisor, this position will possess excellent organizational skills in the maintenance of records as well as for future planning of work. Additionally, the ideal candidate will possess the ability to effectively troubleshoot a range of issues and matters as related to construction, plumbing, electrical, paving, and asphalt. Strong decision-making skills and the ability to manage any issues as they arise are critical skills for this position.

ESSENTIAL FUNCTIONS (include, but not limited to the following)

- Leads, oversees time management of staff, reviews and performs the work of staff responsible for maintenance, repair, construction, installation and operational work in streets, storm water, sewer collection, parks; develops and implements crew assignments; implement and maintain safety training; assists maintenance staff in troubleshooting and performing the more complex maintenance, repair or operational activities; reviews work performed and work quality; participates in the evaluation of assigned personnel and policies and procedures.
- **Streets**: Breaks and removes surfaces; completes pot hole repairs; digs, shovels, hauls, loads and unloads materials; operates a variety of equipment including jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; identifies and responds to street maintenance problems; operates trucks, backhoes, and other construction vehicles and equipment; oversees the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks; prepares reports and forms including time records, equipment records and work orders.
- **Water Drainage**: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; installs, monitors pump stations; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs storm conduits connections, and boxes; operates trucks and other construction vehicles and equipment; locates and repairs leaks in storm conduits; cleans storm drains, flood control facilities and inlets; operates hydrovac; prepares reports and forms including time records, equipment records and work orders.
- **Parks and Buildings**: Maintains lawns, shrubs, trees and open space; sprays herbicides and pesticides; cuts, sprays and removes weeds; clears brush and debris; plants and maintains landscaped areas; installs, maintains, repairs and programs irrigation systems; cleans and maintains parks and city buildings; performs minor carpentry, plumbing, electrical, painting and remodeling tasks; operates trucks and other maintenance equipment; prepares reports and forms including time records, equipment records and work orders.
- **Operations**: Oversees and makes purchases for Public Works field operations; maintains inventory of stock at Public Works yard; coordinates and oversees purchase of vehicle fuel and vehicle licensing and registration; oversees fleet operations and maintenance; provides administrative assistance to field operations staff.
- Supervises the operation and maintenance of construction and maintenance equipment and/or machinery, including trucks, power tools and heavy equipment; provides training of lower-level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints, while communicating issues effectively with the Public Works Director.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate; assists in the development of budgets in the areas of assignment; assists in the development of work plans, procedures and schedules; responds to afterhours call-outs, if assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

TRAINING AND EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Working Supervisor. A typical way of obtaining the required qualifications is possession of the equivalent of:

- Three years of experience in construction or maintenance of streets, sewer collections, storm water, or parks.
- A high school diploma or equivalent.

LICENSE AND CERTIFICATES

Possession of a valid California driver's license required.

COMPENSATION AND BENEFITS

The salary for the Public Works Working Supervisor is **$27.82 – $35.61/hour**. Placement within this range is dependent upon qualifications and experience.

The City also offers a generous benefits package including:

- **Health/Dental/Vision** – The city provides a contribution to medical, dental, and vision benefits.
- **Opt-Out Benefits** – Those who do not select our medical plan there is an $400.00 cash-in-lieu of benefit.
- **Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) with a 2% at 60 formula for Classic Employees. For employees covered under PEPRA, the retirement formula is 2% at 62.
- **Life Insurance** – The City pays for $15,000 life insurance policy.
- **Vacation** – Based on years of service completed; starting at 10 days annually.
- **Holiday** – 13 days per year.
- **Sick Leave** – 12 days per year.

APPLICATION AND SELECTION PROCEDURE

This job is open until **Thursday, October 14, 2021 at 11:59PM PST**. To be considered for this exceptional career opportunity, please submit your completed application and resume. Please apply directly at https://www.governmentjobs.com/careers/CPSHRRS/jobs/3240002/public-works-working-supervisor

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The best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Application materials will be screened in relation to the education and experience minimum requirements criteria. Those candidates who are determined to be the most highly qualified for the opportunity, may be invited to participate in the next step of the selection process which will be a panel interview.

City of Colfax is an Equal Opportunity Employer.