

STREET AND TREE MAINTENANCE SUPERVISOR

DEFINITION

Occupants of this management classification are in the classified service. This position manages the City's ~~tree~~, street, tree, storm drains, sewer system, and waste water parking meter maintenance programs to ensure their provide safe and efficient operation. ~~environmentally pleasing trees in parks, parkways and other City owned facilities;~~ Assigns and directs the work of crews engaged in construction, maintenance and repair of streets, alleys and appurtenant structures and facilities, traffic painting and signing, trees, storm drains, sewer system, and waste water collection system, and parking meters. ~~maintenance and repair.~~ Plans and develops the most effective methods and procedures for performing these tasks and directs crews accordingly.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Maintenance Operations Manager. Responsibilities include supervision and coordination of division staff involved in the maintenance and repair of the City's streets, trees, storm drains, and sewer system. May also include the supervision of clerical staff. ~~of Street Maintenance Crew Leaders, Senior Tree Maintenance Workers, Senior Traffic Painter, Subdrain Crew Leader, Maintenance Workers, Pest Control Technicians, Landscape Inspectors, and oversight of the contract tree-trimming program.~~

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, assigns, coordinates, inspects and directs the work of all street and sewer division crews involved in activities such as: construction, maintenance and repair of streets, alleys, sidewalks, curbs and gutters, storm drain lines, catch basins, sewer lines and manholes and sewage lift stations; installation and maintenance of traffic striping and signing.
2. Ensures the attainment of annual maintenance and performance objectives set for the maintenance and preservation of City trees and the maintenance of parking meters.
3. Maintains a competent and motivated work force by training, developing, and evaluating subordinates.
4. Supervises the work to ensure that trees in City parks, parkways and other City owned facilities are maintained in a safe and environmentally pleasing manner. ~~and to insure the safe use of chemicals applied for the control and eradication of agricultural and structural pests.~~
5. Develops work schedules establishing the priorities of the work, and reviews and adjusts the schedules to fit climatic and natural conditions; tracks work orders and preventive maintenance using an automated computerized system.
6. Evaluates the quality and efficiency of subordinate personnel, including contractors, by making regular and frequent inspections of the work in the field, reviewing daily work reports, and advising and directing subordinate personnel in the improvement of work production and work methods.

7. Investigates and disposes of routine complaints and reports regarding street and sewer facilities repair needs, and catch basin cleaning, etc.; schedules and follows up on actions and work required to effect necessary repairs or maintenance.
8. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem.
9. Meets and confers with staff and jointly plans and arranges for various activities and improvements necessary for their individual operations.
10. Assists in the preparation of special assessments for various improvements such as sidewalk repairs, street and alley improvements and weed abatement.
11. Generates a monthly performance report regarding pesticide use, tree maintenance work activities, workload, and maintains various work records related to the development of such a report.
12. Determines conditions and maintenance needs of City trees by conducting frequent inspections of the trees, and develops programs to meet these needs.
13. Orders materials and supplies for pest control and tree maintenance. Supervises the issuance of tools, materials and supplies to staff and their return to minimize loss.
14. Assists the Maintenance Operations Manager in preparing the divisional budget and in making policy recommendations.
15. Establishes standard operating procedures for tree and landscape maintenance work activities to include safety guidelines, quality and performance standards.
16. Closely supervises the more difficult and complex work tasks to ensure proper work methods are used and to insure worker and public safety.
17. Assures the proper maintenance and repair of tree and landscape maintenance equipment, ensuring subordinates perform daily safety checks of the equipment before use, and coordinating with the Equipment Maintenance Section for preventative maintenance and repair of the equipment according to the manufacturer's recommendations.
18. Maintains the City's electronic tree inventory and work order programs.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Functions, characteristics, and proper care of tools, equipment, and materials used in tree maintenance, repair, and installation of tree equipment and facilities, repairing of streets, and in the striping and signing of streets, and in the repair and maintaining of sewers, storm drains, parking meters, and other street facilities.
- Principles and practices of training and supervision.
- Theories and practices of tree maintenance planning.
- Overall City street and sewer maintenance functions.
- Techniques of work scheduling and control.
- Principles and practices of tree management.
- ~~Tree diseases, agricultural and structural, including control and eradication methods and chemicals used.~~
- Maintenance practices for street trees and landscaping.

Skill and Ability to:

- Train and supervise subordinates.
- Coordinate work with other divisions, departments, contractors and landscape architects.
- Respond on an appropriate and timely basis to citizen requests, inquiries, and complaints.
- Establish maintenance priorities.
- Communicate effectively both verbally and in writing, utilizing the appropriate City computer software systems.
- Maintain proper records and prepare accurate reports.
- Plan, organize, and coordinate the maintenance and repair of trees utilizing the City's arbor access tree inventory software.
- Estimate time and material costs.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. ~~and the State of California Pest Control Advisor's and Operator's licenses.~~ Certification as an Arborist through the International Society of Arboriculture, or equivalent, **preferred but not required at the time of appointment.**

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or the equivalent, college courses in **supervision, arboriculture or construction and maintenance related subjects** ~~Horticulture Maintenance or Landscape Architecture Design~~, and four (4) years of responsible experience in the maintenance of trees, or various street and sewer maintenance and repair activities, including two (2) years **of supervisory experience at a level equivalent to Senior Tree Maintenance Worker or Street Maintenance Crew Leader.**

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which weigh approximately 10 pounds and may occasionally weigh up to 35 pounds.
- May be required to work in inclement weather ~~without effective protection from sun, cold and rain.~~
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes, and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts. May be required to work around electrical current **carrying devices.**



**MINUTES OF THE REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION**

Wednesday, April 4, 2007

7:00 pm

Dan Patacchia Conference Room

CALL TO ORDER & ROLL CALL

Chair Motyl called the meeting to order at 7:00 P.M.

Commissioners Present:

Vincent Motyl, Chair
Sandy Stivers, Vice Chair
Alice Barriciello, Commissioner
Michael Whitaker, Commissioner
Sharon Zeitlin, Commissioner

Commissioners Absent:

None

Staff Present:

Serena Wright, Personnel & Employee Relations Director
Michael Miller (sitting in for Heather Iker, Deputy City Attorney)
Mary Ortiz, Personnel Analyst

Staff Absent:

Linda Coll, Personnel Services Analyst
Amy Webber, Personnel Analyst

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Chair Motyl invited public participation for items not on the agenda. *None.*

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Chair Motyl invited public participation for items on the agenda. *None.*

CONSENT CALENDAR

Item C-1: Secretary's Report

Moved by Commissioner Whitaker, seconded by Vice Chair Stivers, it was unanimously carried that the Civil Service Commission receive and file the Secretary's Report.

Item C-2: Approval of Minutes

March 7, 2007:

Moved by Commissioner Whitaker, seconded by Vice Chair Stivers, it was unanimously carried to approve the minutes.

ACTION ITEMS

Item A-1: STREET MAINTENANCE SUPERVISOR: REVISED CLASSIFICATION SPECIFICATION AND NEW RECRUITMENT BULLETINS (PROMOTIONAL AND OPEN & COMPETITIVE)

Mary Ortiz gave an overview of the staff report.

Vice Chair Stivers asked who has had the responsibility for maintaining parking meters, and was the responsibility limited to making sure the meters worked properly.

Mary Ortiz responded that the previous incumbent had the responsibility for parking meter maintenance although it was not stated on the class specification. Maintenance and repair includes responsibility for supervision of the maintenance program to ensure that someone on-board has the knowledge, skill and ability to perform the repairs.

Chair Motyl stated that he liked the idea that it was promotional so that present employees can get first shot at opportunities.

Moved by Vice Chair Stivers, seconded by Commissioner Whitaker, the motion was unanimously carried to approve the Revised Classification Specification and New Recruitment Bulletin for Street Maintenance Supervisor (Promotional and Open & Competitive).

RECESS TO CLOSED SESSION

Chair Motyl stated that there was nothing to report. Regular meeting reconvened at 7:05 pm.

RECEIPT OF CORRESPONDENCE

Serena Wright stated that the Culver City Democratic Club sent an email inviting a representative from the Civil Service Commission to attend their May 9th meeting to explain the Commission's duties and answer questions.

Vice Chair Stivers responded that she might be available and asked for a back-up volunteer. Commissioner Zeitlin might be available; Chair Motyl and Commissioner Whitaker would not be available.

ITEMS FROM STAFF

Reports, Announcements, Correspondence and General Information Items
(No action required)

Serena Wright gave an overview of routine Items from Staff.

ITEMS FROM COMMISSIONERS

Chair Motyl stated that he and his fellow Commissioners wished Commissioner Barriciello a happy vacation in Mexico.

ADJOURNMENT OF REGULAR MEETING

Moved by Commissioner Whitaker, seconded by Vice Chair Stivers, the motion to adjourn the meeting to the regular Civil Service Commission Meeting on May 2, 2007, at 7:00 pm, in the Mike Balkman Council Chambers, was unanimously carried.

The meeting was adjourned at 7:08 pm.

APPROVED BY:

Serena Wright, Personnel & Employee Relations Director
Secretary to the Commission