

**The City of South El Monte is  
accepting applications for  
the position of:**

# **Public Works Maintenance Supervisor**



**Salary Range**

**\$30.91 - \$34.78 Hourly**

**\$2,472.59 - \$2,782.62 Biweekly**

**\$5,357.27 - \$6,029.66 Monthly**

**\$64,287.24 - \$72,348.00 Annually**



## *City of South El Monte*

The City of South El Monte was incorporated on July 30, 1958. The City is a general law City, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 2.8 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

### *The Position*

The City is looking to hire team-oriented individuals who are interested in joining a team that values individuality and creativity. Under direct supervision of the Public Works Director the position is responsible for planning, organizing, and directing the effective maintenance and repair of the City's building facilities, parks, traffic signals, street lights, streets and sidewalks, sewers, street trees, landscape, along with management of graffiti abatement.

### *Example of Duties:*

Duties may include, but are not limited to, the following:

- Develops objectives and evaluates the effectiveness of the preventive maintenance and repair of electrical equipment, traffic signals, streetlights, City building facilities and street and sidewalks sewer infrastructures, tree infrastructures, and landscaping.
- Develops practical and relevant short-term plans to accomplish these objectives.
- Ensures a continuing process of adjusting the preventive maintenance program.
- Develop effective work scheduling and control systems.
- Ensures quality maintenance and repair services by the Division, which is appropriate to City and public needs and the budgeted amounts available.
- Assists the Director in the preparation of the division budget including exercising control and judgement over the authorized budget to keep expenditures within the limits set.
- Develop and maintain an effective and efficient plan of organization for the provision of maintenance services.
- Establish guidelines for estimates, plans, specifications and contract documents for contractual work performed on behalf of Maintenance Operations.
- Review plans, specifications and documents for citywide projects.
- Ensures landscape, street, sidewalks, sewer, and street systems, maintenance and repair services are consistent with the needs of the public, budgeted amounts and defined schedules.
- Assures periodic inspection of the condition of City facilities, electrical equipment, traffic signals, streetlights, and street systems are properly maintained and repaired.
- Generates a monthly performance report of Division workload and work activities and maintains the records necessary for such a report.
- Responds in a timely manner to public and City staff concerns and complaints.
- Stays up to date on knowledge and practices essential for delivering effective and efficient maintenance and repair services.
- Maintains a competent, motivated workforce through training, developing and, disciplining subordinates.
- Handles disciplinary issues promptly and in an impartial manner. Quickly and effectively settles employee grievances and disputes.
- Manage park maintenance schedule.
- Supervise, train, discipline and evaluate Public Works Staff

### *Knowledge and Abilities:*

- Principles of maintenance services and organizations.
- Materials, methods, and tools used in the maintenance, construction, and repair of public buildings, street lights, traffic

signals, sewers, streets and sidewalks, street trees, landscape and park facilities.

- Safety procedures utilized in public works maintenance, construction, and repair and the appropriate precautionary methods. Take initiative to identify problems and seek solutions.
- Motorized equipment capabilities, sizes, components and applications.
- Modern office practices, procedures methods, and equipment.
- Principles of management, supervision and training, budget preparation and control.
- Implement public works programs
- Project management and procedures.
- Work from sketches, blueprints, and written or verbal instructions.
- Create time and material estimates on proposed work orders.
- Establish and maintain effective working relationships.
- Plan coordinate and direct the varied work program of a maintenance division
- Maintain records and prepare reports.
- Communicate clearly and concisely both verbally and in writing.
- Select, supervise, and evaluate subordinates in a manner conducive to full performance and high morale.
- Self- motivation and direction.
- Proactive approach to problem solving.

***Minimum Requirements:*** Any combination equivalent to training and experience that could likely provide the required knowledge and abilities. A minimum of a high school diploma and two years community college degree and/or completing certificate courses in Public Works field. Six years working knowledge of public works in the public sector. Three of those years as a supervisor or lead in the Public Works field. A four-year college degree in public administration or related field is preferred.

***Licenses & Certifications:*** Possession of a valid California Class C driver's license and acceptable driving record at time of appointment and throughout employment in this position. Certifications in pesticide and confined spaces are desirable.

***Physical Demands:*** Work is performed in an office environment and on-site at various locations depending on the assignment/project. Office work requires sitting for periods of time and the use of a computer keyboard and screen. When on-site, the incumbent may be exposed to the elements and vehicular traffic and may walk on slippery/uneven surfaces or slopes. Required vision (which may be corrected) to read small print. The incumbent will have the required mobility to stand, kneel, bend, crouch, and twist. The incumbent will have ability to reach, grasp, lift, carry, push, pull and drag objects of 50-100 pounds. Drive a City vehicle on City business.

***Work Environment:*** Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, and dirt/dust.

***Work Schedule:*** Work hours and days may vary according to needs of the department including some weekends, evenings, and holidays, the ideal work schedule will be Monday – Thursday 6:00 a.m. – 4:30 p.m.

***Selection Process:*** Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview and a written exam. Work samples may be requested. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at [www.ci.south-el-monte.ca.us/](http://www.ci.south-el-monte.ca.us/) On-line applications and/or resumes will not be accepted.

### ***Important Notices***

This position is a member of the South El Monte Employees' Association and will pay dues to the association and is subject to the Memorandum of Understanding in effect at the date of hire.

**LEGAL RIGHT TO WORK IN THE UNITED STATES:** The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

**EMERGENCY DISASTER WORKER:** City of South El Monte employees are registered as an Emergency Disaster Worker. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

**EQUAL OPPORTUNITY EMPLOYER:** The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

**REASONABLE ACCOMODATIONS:** Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

### ***Benefit Summary***

#### **HEALTH**

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP service designed to help through life's challenges are available through Hartford.

#### **PAID LEAVES**

***Holidays:*** 12 paid days per year

***Vacation:*** Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6<sup>th</sup>) through the tenth (10<sup>th</sup>) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11<sup>th</sup>) through fifteenth (15<sup>th</sup>) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16<sup>th</sup>) and following years of service.

***Sick Leave:*** Earned at a rate of 8 hours per month.

***Bereavement Leave:*** 3 days per calendar year.

#### **RETIREMENT**

Participation in California Public Employees Retirement System (CalPERS)

CalPERS Retirement Plan: First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0

Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0

PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

The City also participates in the Social Security retirement system.