

Lehi City

Job Description



Title:	Street Operations Supervisor	Code	1910
Department:	Public Works	Last Revised:	09/09
Division:	Street	Effective Date:	12/95

GENERAL PURPOSE

Performs a variety of **field supervisory and journey level skilled duties** related to the construction, installation, maintenance and repair of city streets, alleys and related roadways.

SUPERVISION RECEIVED

Works under general supervision of the Street superintendent.

SUPERVISION EXERCISED

Provides direct supervision to Street Maintenance Operator(s) III, II, I and Street inspectors

ESSENTIAL FUNCTIONS

Performs as general foreman; receives assignments from the Street Superintendent; delegates work assignments; oversees work quality and assures timely completion of assigned projects; conducts employee performance evaluations; determines needed materials and equipment; radios in needs and coordinates efforts with other department divisions; makes decisions as needed to remedy problems and emergencies; manages interactions with public; conducts field training as needed to enhance crew efficiency and effectiveness; coordinates continuing education and certification opportunities; plans, organizes, implements and oversees the maintenance and repairs of streets, including patching, crack sealing, slurry sealing and overlaying; supervises the installation and repairs of streets and warning signs; oversees seasonal activities and projects, such as snow removal and flood control.

Monitors equipment and inventory needs; follows established procedures to order and purchase replacement materials and equipment; makes recommendations on equipment that needs to be replaced and new equipment needed; work with Pavement Tech on determining roads to repair and rebuild.

Maintains daily records of all work performed and hours of individual employees; submits time cards for departmental payroll and monitors overtime worked.

Orients, instructs and trains employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures; oversees the installation and maintenance of city signalization devices.

Operates engineering transit as needed to shoot grades and conduct various aspects of field survey duties; assures elevations, slope, etc. are set according to engineering specifications.

Responds to emergency calls twenty-four hours a day; assists to determine necessary personnel and materials needed to resolve problems; assists to maintain daily records of all work performed.

Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, cats/bull dozers, front-end loaders, backhoe, bucket trucks, snow plow and other similar equipment in the construction, maintenance and repair of various street department projects and sites.

Operates light equipment such as sweepers, mowers, street vacuum, rollers, cement mixers, pick-ups, tractors, fork lifts, spreaders, and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus one (2) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;

AND

- B. Five (5) years of progressively responsible experience in a field directly related to above duties; two (2) years of which must have been in a lead worker or supervisor capacity;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of personnel supervision techniques, engineering specifications and standards; grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; basic principles of supervision and employee motivation; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, maintenance and personnel management; civil engineering standards related to street construction, maintenance and personnel management.

Skill in the operation of heavy mechanized equipment as required by the position; cooperative problem solving.

Ability to operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment.

3. Special Qualifications:

Must possess a Commercial Drivers License (CDL) Class A

May be required to obtain the following certifications: HAZMAT, Flagging, FEMA, NIMS and ADA

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)