

# Streets Superintendent

DEPT:	Public Works	FLSA:	Non-Exempt
DIV:	Streets	EEOC:	Officials/Admin
DATE:	July 2016		



## POSITION SUMMARY

Performs a variety of **administrative and management duties** related to planning, organizing, directing and coordinating operations of the Street Division. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

## SUPERVISION EXERCISED

Provides close to general supervision to Street Assistant Superintendent, Street Maintenance Operator(s) III, II, and I, Pavement Manager, Street Maintenance Foreman, Sign Maintenance Technician, and Public Works Inspector(s).

## ESSENTIAL FUNCTIONS

Plans, organizes, directs and oversees the administration of the street division within the city including all aspects of construction, maintenance and repair of streets, drainage structures and related public ways; monitors, reviews and approves design and work of contractors; updates and maintains standards for all street and signing projects; acts on all requests for repair, including patching, crack sealing etc.; monitors conditions of street and storm drain system and establishes project priorities; assists Public Works Director in approving all grading permits and to oversee permits and sites until completion; works with inspectors to maintain compliance and ensure proper workmanship.

Supervises division personnel; implements department policy and rules; informs personnel of new procedures and policy changes; conducts interviews, evaluates employee performance; disciplines as necessary; organizes and conducts department meetings; prepares work assignments, orients crew foremen to project details; provides guidance as to project specifications, deadlines, standards and methods of operations.

Prepares division budget; prepares projections of section needs related to personnel, equipment and materials; predicts growth on existing systems, analyzes costs; formulates and implements plans for maintenance and orderly development; provides equipment specifications; formulates requisitions for the purchase of supplies and materials used in the construction, maintenance and repair of street systems; verifies all costs incurred by the division; follows established procedures and purchase replacement for materials and equipment.

Supervises the installation and repair of City Street & warning signs; preventative maintenance plan; surplus property sale; assigns personnel and resources to various street projects; assists in the setting of priorities to deal with emergencies and unanticipated needs; assists in the coordination and maintenance and repair of functions with other departments and private agencies; assists Engineering with plan approval and field designs; oversees city construction projects that impact roadway improvements, including water, power and parks projects.

Oversees all operations and placement of traffic signals; sets up and coordinates timing and maintenance on signals.

Approves permits for utility companies prior to inspections; inspects work in progress to insure that workmanship conforms to specifications and that construction and maintenance schedules are adhered to; investigates and resolves complaints; approve4s all road closures and detours; works with Emergency Services to provide accurate and up to date closures to facilitate response time planning.

Orients, instructs and trains employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures.

Responds to emergency calls twenty-four hours a day; determines necessary personnel and materials needed to resolve problems; oversees and validates the work of the Street Operations Supervisor and Pavement Technician.

May operate specialized heavy equipment such as single & tandem axle dump trucks, road graders, 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; participates in snow removal; publishes yearly snow removal plan.

May operate 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.

May transport and deposit various construction materials such as sand, salt, gravel, dirt, etc.; may perform 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 two (4) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college; Bachelor of Science degree from an accredited college or university is preferred.

AND

B. Eight (8) years of progressively responsible experience in a field directly related to above duties; four (4) years of which must have been in a lead worker capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Considerable knowledge of** drawings and specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; principles and techniques of sound management practices; 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 and drainage; right-of-way laws and ordinances; budget development and fiscal management; basic record keeping practices; PC microcomputer and various MS-DOS applications.

**Skill in** the operation of heavy mechanized equipment as required by the position; skill in the art of diplomacy and cooperative problem solving.

**Ability to** communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a division engaged in a variety of construction projects related to street systems; read and interpret engineering drawings and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a Commercial Drivers License (CDL)

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

4. Work Environment:

Incumbent of the position normally works in a safe, climate controlled environment. Occasionally, tasks require a 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, discriminating thinking and creative problem solving.

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**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)