



JOB DESCRIPTION

Job Title: Streets Superintendent	Reports to: Public Works Director
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: October 2024	Pay Grade: 55
Minimum Education: High school diploma or equivalent. Associate degree in Engineering, construction management, or a closely related field preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Eight (8) years’ work experience in public works. Five (5) years of directly related progressively responsible supervisory experience.	
Minimum Certification:	
Other Requirements: Preferred Class B CDL driver’s license.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare. This position is required to manage projects in the field.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned division. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Identifies training needs and opportunities for the division.
3. Implements the goals and objectives for department and division operations.
4. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective

- application of department and division policies, procedures, and standards.
6. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
 7. Develops weekly and daily work plans and assigns staff. Ensures assignments are completed in a timely and safe manner.
 8. Assists staff with placing and finish concrete and asphalt materials. Assist with snow removal and monitors that all streets are cleared satisfactorily to city standards.
 9. Assists in the development of the annual department budget, providing budgetary requests for the Division's operational and capital needs. Monitors budget throughout the year.
 10. Approves and records all streets invoices.
 11. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
 12. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
 13. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers, contractors, architects and surveyors within the City's purchasing guidelines and state rules and regulations.
 14. Develop and prepare bids, contracts, and related reports specific to division operations.
 15. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
 16. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
 17. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to infrastructure issues as needed.
 18. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to streets/infrastructure matters.
 19. Responds to citizen complaints, concerns or inquiries regarding streets.
 20. Responds to and calls out after hours on-call crews for emergency requests.
 21. Manages the development of the Pavement Condition Index program by overseeing the evaluation of city streets.
 22. Responsible for entering the street and stormwater maintenance and any new infrastructure into the Geographic Information System.
 23. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of all phases of Public Works maintenance activities, heavy emphasis on area of assigned responsibility.
2. Knowledge of materials used in municipal street maintenance programs.
3. Knowledge of safe operations of heavy-duty trucks and equipment.
4. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
5. Knowledge of storm water drainage systems.
6. Knowledge of the Manual on Uniform Traffic Safety Devices (MUTCD) traffic safety standards related to signing, striping, and signalization of public roadways.

7. Knowledge of safety precautions and potential hazards encountered in maintenance activities.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Knowledge of best practices for stormwater management.
19. Ability to use a computer to develop reports and understand the city's Geographic Information System.
20. Ability to establish and maintain accurate records of assigned activities and operations.
21. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
22. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
23. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.
25. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
26. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
27. Ability to instruct and train in methods and procedures.
28. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
29. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
30. Knowledge of computer software consistent for this position.
31. Ability to perform mathematical calculations required of this position.
32. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
33. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
34. Skill in researching and understanding complex written materials.
35. Ability to prepare and maintain accurate and concise records and reports.

36. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
37. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
38. Ability to handle sensitive interpersonal situations calmly and tactfully.
39. Ability to maintain professionalism at all times.
40. Ability to maintain effective working relationships with individuals within and outside the organization.
41. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
42. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name