

STREETS & DRAINAGE SUPERINTENDENT

NATURE OF WORK

Performs responsible supervisory work concerned with carrying out public works construction and maintenance activities. Work involves responsibility for scheduling and overseeing the work of foremen and their crews, including various administrative tasks. Although instructions received are usually complete and specific, considerable initiative and judgment are required in effecting the work contemplated in an acceptable manner. Work is reviewed by the Public Works Director through conferences and by inspection while work is in progress and upon completion.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Assist the Public Works Director in planning work projects, prepare work schedules and outline work assignments.
2. Supervise and coordinate work crews engaged in the construction and maintenance of streets, alleys, sidewalks, curbs and gutters, and similar projects.
3. Train new employees in equipment and work operations.
4. Prepare reports, cost analysis, budgets, and other records as required.
5. Make inspections of street and other construction projects to determine conformance with plans and specifications.
6. Review daily time sheets and other work records for completeness and accuracy.
7. Answer citizen complaints pertaining to street, alley, sidewalk, curb and gutter, or other construction and maintenance problems.
8. Determine required routine maintenance of streets, alleys, sidewalks, curbs and gutters.
9. Give technical advice and assistance to employees on difficult or unusual work.
10. Make inspections to insure the proper safety precautions are observed in various work operations.
11. Supervise crews engaged in snow removal and street salting and sanding operations.
12. Supervise garage activities.

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13. Write bids and specifications for street materials, for automotive fleets and for street equipment.
14. Prepare preliminary budgets.
15. Report to Public Works Director condition of road and street systems.
16. Maintain an accurate inventory of street facilities and supplies.
17. Assist in formulation of departmental policies and procedures.
18. Serve on-call duty as required by Departmental Operations.
19. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Thorough knowledge of the methods, materials and equipment used in the construction, maintenance and repair of streets, sidewalks, alleys, curbs and gutters.

Considerable knowledge of the operational capabilities and requirements of a variety of automotive and power driven equipment.

Ability to plan, coordinate and supervise the work activities of a group of employees engaged in a variety of street maintenance, water and sewer construction and repair projects.

Ability to prepare and maintain accurate records and reports.

Ability to read and interpret drawings and specifications.

Mechanical aptitude.

Physically active to complete duties 2,5 and 10.

Ability to work effectively with the public and other employees.

Ability to see well to complete duties 2,5 and 10.

Ability to work effectively with numbers to complete duties 6, 13, 14 and 16.

Ability to work effectively under stress.

Graduation from an accredited high school, supplemented by an associate degree in engineering or equivalent. Bachelor's degree desirable.

Five to ten years of progressively responsible supervisory experience in work involving construction and maintenance of streets, sidewalks, curbs, gutters, and drains.

A valid driver's license.

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Approval:

Mike C. May 8/28/95
Personnel Director Date

[Signature] 11/14/95
City Administrator Date

Nancy Crandall 11/15/95
Mayor Date