

POSITION DESCRIPTION

Class Title: Street Superintendent
Department: Public Works
Date:

Job Code Number:
Grade Number: PM 2

GENERAL PURPOSE

To manage, organize, and direct the programs and activities of the Street Maintenance Department involving construction, maintenance and repair of streets and drainage systems, street cleaning, right-of-way mowing, mosquito control, snow removal and traffic control; and to provide technical staff assistance to the Director of Public Works

SUPERVISION RECEIVED

This position works under the guidance and direction of the Director of Public Works and the Assistant Director of Public Works.

SUPERVISION EXERCISED

This position supervises Street Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, implement and direct a program of street maintenance and repair work including street resurfacing; repairing and patching; street cleaning; sidewalk, curb and gutter removal and replacement; right-of-way mowing; drainage system maintenance and repair; mosquito control; traffic signs and marking installation, maintenance, and repair.
- Direct the maintenance of time, material, and equipment use records.
- Requisition supplies and materials.
- Recommend the purchase of equipment and write equipment specifications.
- Receive, investigate, and resolve public complaints; respond to requests for information.
- Check streets, sidewalks, curbs, gutters, medians, drainage channels, and related facilities and equipment for needed maintenance and repairs.
- Inspect work sites before, during and after completion to assure such is completed in a satisfactory and thorough manner.
- Prepare and administer the Street Maintenance budget.
- Ensure the adherence to safe work practices by Street Maintenance personnel.
- Prepare cost estimates for maintenance and repair activities and make plans and sketches for minor street maintenance and repair projects.
- Coordinate Street Maintenance Division activities with other City departments, divisions, and outside agencies.
- Supervise and participate in the maintenance of records and preparation of reports.
- Select, supervise, train, and evaluate subordinates.
- Perform related duties as assigned.

PERIPHERAL DUTIES

- May perform a variety of office related functions, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff and the general public.
- Can serve as a member of various employee committees.
- May coordinate activities with other departments and work groups as needed.
- Plan, develop and implement annual maintenance programs; operating and capital budgets and monitor expenditures to ensure adherence to such
- Provide information to and communicate effectively and amicably with other city departments, engineers, county, state, and federal agencies
- Prepares and performs verbal and written presentations to City Manager, Director of Public Works, City Staff, Boards, and City Commission as required
- Performs any other tasks, as required or assigned by the Director of Public Works

DESIRED MINIMUM QUALIFICATIONS

- An associate's degree in any field plus three (3) years of street maintenance and repair experience including two (2) years supervisory/project management responsibilities will meet the education and experience requirements.
- One (1) years related experience
- One (1) years supervisory experience
- Valid State of Texas Driver's License with an acceptable driving record
- Knowledge of: street and drainage construction, maintenance and repair of streets

EQUIVALENCIES

- High school diploma or GED plus five (5) years of street maintenance and repair experience including three (3) years supervisory responsibilities will meet the education and experience requirements.
- LICENSE(S) and/or CERTIFICATION(S) International Code Council (ICC):
 - 1.) Must be able to obtain a CDL license within six months of employment
 - 2.) Must be able to obtain Texas pesticide applicator licenses within six months of employment
 - 3.) Must be able to obtain Texas herbicides applicator licenses within six months of employment

SKILLS, KNOWLEDGE & ABILITIES

- Thorough technical knowledge materials, methods, practices and equipment used in street maintenance and related activities
- Types and levels of maintenance and repair activities performed in a street maintenance program
- Occupational hazards and standard safety precautions necessary in the work
- Geography of the City, including the location of major utility systems, streets, sewer and drainage structures
- Practical elements of civil engineering as it relates to street maintenance, drainage, and traffic control
- Principles of organization, administration, and budgeting
- Read, review, and accurately interpret building plans and specifications of any street related project and to compare them with construction in progress, perform inspections and site visits
- Thorough knowledge of the principles of effective administration, to include planning, evaluating, directing, and supervising
- Excellent written and verbal communication skills are required with ability to communicate amicably, clearly, and concisely with other city employees, citizens, public officials, and the general public

- Ability to establish and maintain effective working relationships with employees, the City's management team, and the general public
- Maintains current knowledge of trends and developments in the field, and facilitates application of such as appropriate
- In emergency situations, the Street Superintendent, must be able to exercise good judgment and coordinate the efforts of co-workers; to react calmly and quickly

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Some tasks involve physical effort, i.e., standing and walking, or frequent lifting of items weighing between 5-50 pounds; may be required to run, walk, climb, kneel, squat, stoop, bend and sit
- Some physical exertion may be required for prolong periods of time; must be able to work in confined spaces
- Use eyes, ears, nose, hands and fingers to perform assigned duties and responsibilities
- This position requires the employee to have 20/20 vision with or without corrective lenses due to detail required in work
- Duties are performed indoors/outdoors in extreme temperatures including heat, cold, temperatures swings, and inclement weather
- This position entails some exposure to heights, mechanical, electrical and chemical hazards; also fumes, odors, dust, mites, and possible toxic waste hazards

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

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 of 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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: Revised 7/15/19