

Job Description



Streets Superintendent

Department: Streets

Salary Grade: M-14 \$43,000- \$64,500

Reports To: Public Works Director

FLSA: Management/Exempt

Purpose:

Responsible for managing the Street Department including maintenance of streets and storm water drainage. Also, responsible for construction inspection, right-of-way's and traffic controls.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties as assigned.

- Plans, schedules and supervises maintenance of City streets, traffic signage and storm water drainage.
- Responds to requests and work orders from Citizens, City Manager, Public Works Director, contractors, and franchise companies; coordinates with other city departments to incorporate joint work efforts; provides traffic control as requested and in case of emergencies.
- Assist Public Works Director with construction of street and drainage projects, including Capital Improvement Plan.
- Thorough working knowledge of principles and practices of street maintenance, including pothole and utility cut repair, concrete and asphalt street reconstruction, concrete repair and application, traffic control signs and markings, crack sealing operations, HMAC overlay, drainage control and right-of-way maintenance and general knowledge of grade control using a laser level.
- Ability to add, subtract, multiply, and divide all units of measure and perform the four operations with common and decimal fractions and compute ratio, rate, and percent.
- Monitor and maintain adequate inventory, keep accurate records for proper internal controls and accountability of materials.
- Properly maintain department facilities and store equipment and materials in a safe, secure and orderly manner.
- Manage emergency situations and use good judgment in determining proper response.
- Meeting deadlines and perform multiple tasks under pressure.
- Develops specifications and bid documents for purchase of equipment and materials; manages vendors and contract staff.
- Develops and recommends short and long-range plans and programs for Streets Department; collaborates with Director to recommend engineering studies for improvement of City streets.
- Schedules and oversees preventative maintenance and safety program; plans and schedules training for operators of heavy equipment or other machinery as needed;
- Inspects work sites before, during and after completion to assure such is completed in a satisfactory and through manner in compliance to City ordinances.
- Prepares, implements and ensures budget adherence; tracks and reports monthly variances to plan.
- Reviews and revises Street Department's policies and procedures.
- Hires, trains, supervises and evaluates full-time staff; prepares performance evaluations, counsels and interviews employees' on-the-job performance, resolves informal complaints and greivences, and takes necessary disciplinary action in accordance with City policies.
- Perform related duties as assigned by the Public Works Director or City Manager.

Knowledge, Skills and Abilities:

- Advanced skills to supervise field city workers to ensure proper policies and procedures are followed and that work and safety standards are maintained
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to maintain confidentiality when working with sensitive information and to comply with all record retention laws
- Proficient skills to communicate clearly and concisely in English, both orally and in writing
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to understand and implement problem solving and conflict management techniques
- Knowledge of and ability to implement excellent customer relations practices

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes
- Proficient understanding of all City safety rules and operating procedures
- Ability to maintain proficiency and knowledge of current, upcoming and/or new regulations/legislation within areas of responsibility

Minimum Qualifications:

- High School diploma or GED equivalent
- Valid Class "C" Texas Driver's License CDL
- Seven (7) years' of progressively responsible experience in street and drainage construction and maintenance or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job
- Three (3) years' supervisory experience

Licenses and Certifications:

- Texas Class "C" driver's license
- Texas Class "A" CDL or ability to obtain within hundred and eighty (180) days of employment.

Work Environment/Physical Requirements:

The work environment and physical demands described here 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.

- Majority of work performed is in an outdoor environment with frequent exposure to hazardous and unpleasant conditions. Work requires extensive stooping, lifting, standing, climbing, and other physical activities.
- Hazardous conditions include traffic control
- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes.
- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- May encounter occasional stressful situations.
- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Lift and/ or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/ or other materials.
- Must be able to drive a City vehicle to oversee projects, perform inspections, respond to after-hour calls and other functions.

Preferences:

- Experience in municipal government Utility Department
- Bilingual in English and Spanish
- Work Zone Traffic Control Certification
- First Aid and CPR/AED
- Knowledge of Storm Water Inspections.

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This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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