



JOB DESCRIPTION

Title: Street Superintendent

Department: Street

Reports to: City Administrator

Pay Grade: 73

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date: 1993

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Responsible for developing, coordinating, and supervising operating methods, procedures and programs for the Street Department. Develop preventive maintenance programs for streets, storm sewers, and equipment; prepare budget and monitor budgetary expenditures; resolve operating problems.

Essential Functions:

1. Supervise Street Department employees in the performance of field maintenance work. Provide assessment and input into performance reviews, promotions, and disciplinary actions.
2. Inform, advise, and enforce general city and department policies pertinent to department employees. Monitor employee compliance with regulations, procedures, and policies related to safe, reliable and efficient performance of tasks. Frequently and routinely check conditions of facilities, field work sites, tools, equipment and vehicles, and takes appropriate corrective action regarding deficiencies and hazards.
3. Train department personnel in safety, proper equipment use, and general work procedures. Assess skills and training needs to aid in their development.
4. Develop plans and work schedules for maintenance and/or repair projects. Determine personnel, equipment, and material resources needed to complete tasks and coordinates to ensure work is completed in an efficient manner.

5. Oversee field work to ensure work time schedules and quality standards are being met. Maintain awareness of current design standards and field work methods for projects or tasks.
6. Read and interpret blue prints, schedules utility checks, and develop daily work plans for assigned personnel. Anticipate problems and develop corrective measure plans.
7. Respond to inquiries and complaints regarding maintenance and/or repair work assigned. Uses tact and professionalism in responding to inquiries, complaints, or customer service requests.
8. Plan and implement the snow removal process. Respond to citizen complaints, check progress of snow and ice control measures, and assist operators in the field with problems. Participate in the snow removal operations when needed.
9. Coordinate work activities with private contractors, external departments or outside agencies as needed. Effectively communicate plan work objectives and changes as needed to efficiently perform work.
10. Develop and coordinate long-range forecasts of street and storm sewer maintenance and motor fleet requirements including the repair and replacement of concrete curbs, pavement and asphalt surfaces and storm sewers, the maintenance of non-hard surfaced roads, snow removal, and equipment maintenance and repair; formulate goals and objectives and implement programs in order to satisfy forecast requirements; monitor results to ensure objectives are being achieved.
11. Supervise programs in road, stormsewer, snow and ice, weeds, and equipment management; conduct performance appraisals.
12. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future electrical methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
13. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
14. Supervise and participate in developing, updating, and implementing plans for rescue and recovery operations for natural or man-made emergency or disaster situations including snow removal, flood control, tornado cleanup, explosion, etc.; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
15. Participate in planning and implementing capital improvements program; interview and recommend consultants interested in providing design and construction phase services; review plans, specifications and construction bids; monitor construction to ensure that the

contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.

16. Attend professional development conferences, seminars, and classes.
17. Employee must be able to be "on-call".
18. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
19. Employee must be able to work extended hours in an emergency.
20. Attend staff and BPW meetings and City Council meetings as required.
21. Attend meetings with Economic Development prospects as required.
22. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
23. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
24. Keep confidential information confidential.
25. Travel and tour City projects in adverse conditions, to include but not limited to, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
26. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
27. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
28. Perform other work which is consistent with the essential functions of the job.
29. Perform other duties as assigned.

Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with proper endorsements within sixty (60) days from date of hire.

Possession of or ability to obtain a pesticides license for general standards and public health control within twelve (12) months from date of hire preferred.

City Street Superintendent certification preferred.

Experience:

Two (2) years of general construction experience, with at least seven (7) year of work crew supervision. Two (2) years of general construction experience to include the operation of light to moderately heavy construction equipment and vehicles including two-ton dump truck, or an equivalent level of experience. Familiarity with the Manual of Uniform Traffic Control Devices (MUTCD) is preferred. Operation of heavy equipment and motor graders, dump truck driving skills, and concrete flatwork preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
 6. Ability to read and comprehend.
 7. Ability to prioritize work.
 8. Operation of heavy and light construction equipment.
 9. Ability to facilitate meetings.
 10. Good computer application skills.
 11. Ability to use automated work management system.
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Mental Requirements:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently.
5. Ability to work in a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Diplomacy and judgement.
12. Logical reasoning.
13. Ability to work under distracting conditions.
14. Ability to adapt to changing environment.
15. Concentration.
16. Ability to analyze problems and recommend possible solutions.
17. Ability to read and interpret blueprints and write specifications.
18. Electronic/electrical aptitude.

19. Ability to train and guide others.
 20. Ability to take on a leadership role.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, crawl, stand, and stoop.
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Supervisory Responsibility (Direct and Indirect):

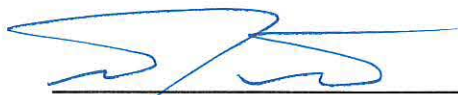
Direct Street Working Foreman

Indirect Maintenance Worker
 Street Maintenance Worker I
 Street Maintenance Worker II
 Street Maintenance Worker III
 Street Maintenance Worker IV

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date