



Department:	Public Works/Streets
Bargaining Unit:	Mid-Management
Salary Range:	M30
Last Revision:	April 1995

STREETS SUPERVISOR

DEFINITION

Under direction, to supervise, assign, review and participate in the work of staff responsible for the maintenance, repair, and construction of City streets, sidewalks, and storm drains; and to provide responsible staff assistance to the Public Services Director/City Engineer.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing streets maintenance services including street construction and repair services and activities.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing maintenance, construction, and repair services; implement policies and procedures.

Plan and lay out street maintenance, construction, and repair work projects; prepare time, material, and equipment estimates for assigned jobs; prepare specifications for material and equipment purchases requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work accomplished.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications; inspect streets and related facilities and equipment for needed maintenance and repairs; recommend corrective action; set priorities for repairs and maintenance; refer to storm drain maps for details pertaining to daily activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise the use and operation of tools, equipment, and vehicles including dump trucks, backhoes, jack hammers, and concrete saws; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Participate in the preparation and administration of the assigned budget; submit recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Coordinate and participate in the construction, maintenance, clearing, and repair of streets, storm drains, and related facilities; supervise and operate related specialized equipment.

Assist in a variety of Department operations; perform special projects and assignments as requested.

Respond to and resolve inquiries and complaints.

Coordinate assigned services and activities with those of other departments, outside agencies, and the general public.

Perform the most difficult maintenance and repair duties in the area of work assigned.

OTHER JOB RELATED DUTIES

Review capital improvement plans related to assigned services; recommend future maintenance activities.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive streets maintenance, construction, and repair program.

Materials, methods, practices, and equipment used in street maintenance, construction, and repair.

Types and level of maintenance and repair activities generally performed in a street maintenance system program.

Knowledge of:

Pertinent policies, procedures, and codes related to the maintenance, construction, and repair of City streets and related structures.

Occupational hazards and standard safety precautions necessary in the area of street maintenance, construction, and repair work.

Principles of supervision, training, and performance evaluation.

Recent developments, current literature, and sources of information related to street system maintenance, construction, and repair.

Basic mechanical and electrical systems.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Principles of budget preparation and control.

Safe driving principles and practices.

Skill to:

Operate a wide variety of equipment and tools used in street maintenance, construction, and repair in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of maintenance personnel.

Select, supervise, train, and evaluate staff.

Organize, direct, and implement maintenance schedules.

Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned field maintenance operations.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Select and maintain machinery and equipment used in the area of work.

Assist in budget preparation and monitoring.

Prepare and maintain records and prepare comprehensive technical and statical reports.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Identify streets maintenance needs and take corrective actions.

Interpret and apply the policies, procedures, laws ,and regulations pertaining to assigned programs and functions.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Respond to requests and inquiries from the general public.

Independently perform the most difficult street maintenance, construction, and repair duties in the area of work assigned.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in the maintenance, construction, and repair of public streets and roads including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction/maintenance technology, personnel supervision, and in the area of assignment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Class A driver=s license within the first six (6) months of hire.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: April, 1995