



Streets Supervisor

DEFINITION

Under general direction, direct, supervise, and coordinate the City's Streets Division programs and activities including street sweeping, asphalt patching, crack filling, snow removal, bridge repair, street and alley maintenance, street lighting and traffic operations, and sign maintenance; coordinate assigned activities with other City departments, divisions, and outside agencies; and provide highly responsible and complex administrative support to the Director of Public Works.

SUPERVISION RECEIVED

Reports to the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct supervision over technical and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume responsibility for all Streets Division services and activities including street sweeping, asphalt patching, crack filling, snow removal, bridge repair, street and alley maintenance, street lighting and traffic operations, and sign maintenance.

Supervise and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for the Streets Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Participate in the development and administration of the Streets Division annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Plan and lay out street maintenance work projects; prepare time, material, and equipment estimates for assigned jobs; requisition and purchase 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 to be accomplished.

Supervise the use and operation of tools, equipment, and vehicles; 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.

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

Attend pre-construction meetings on various construction and maintenance projects.

Receive and evaluate estimates or bids from outside vendors and arrange repairs or installations.

Oversee completion of various asphalt, concrete, construction, and maintenance projects.

Serve as a liaison for the Streets Division with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to street and alley maintenance and construction programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of street maintenance and construction.

Respond to and resolve difficult inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a streets and alley maintenance and construction program.

Organizational and management practices as applied to the analysis and evaluation of streets programs, policies, and operational needs.

Principles and practices of budget preparation and administration.

Modern and complex principles and practices of streets program development and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of engineering and construction as applied to the field of streets maintenance and construction.

Equipment, materials, and methods used in construction, maintenance, cleaning, and repair of streets, alleys, curbs, sidewalks, and related facilities.

Materials and labor costs in street and related construction work.

Techniques of public relations.

Occupational hazards and standard safety practices necessary in the area of streets maintenance and construction.

Safe driving principles and practices.

Skill to:

Operate a variety of vehicles, tools, and equipment used in streets maintenance including pick ups, single and tandem axle trucks with plow and sander, motor grader, front end loader, dozer, loading scraper, backhoe, sweeper, pothole truck, striper, roller, aerial boom truck, bobcat, compactor, air compressor, and jack hammer.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Streets Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient streets maintenance and construction services.

Manage, direct, and coordinate the work of technical and maintenance personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Director of Public Works issues, concerns, and needs.

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

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

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

Prepare and administer budgets.

Prepare clear and concise administrative reports.

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

Research, collect, compile, and analyze information and data.

Prepare and maintain accurate and complete records.

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.

MINIMUM QUALIFICATIONS

Experience:

Seven years of responsible streets maintenance and construction experience including some lead supervisory experience.

Education or Training:

Bachelor's degree with some coursework in engineering and construction technology is desirable. In the absence of a degree, training and coursework is required.

License or Certificate:

Possession of a commercial driver's license with tanker endorsement.

Possession of Traffic Control Flagger Certificate.

Possession of First Aid and CPR Certificates.

Possession of a Forklift Certificate.

Possession of an American Concrete Institute Certificate is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift up to 50 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call.

Effective date: October 2003

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