

# STREET MAINTENANCE SUPERINTENDENT

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Position Code: 2620

WC Code: 5506

FLSA Status: Exempt

Pay Grade: 355

Location: Public Services

Approval Date: 2010

## **General Statement of Duties**

Performs supervisory, technical and skilled work in directing the maintenance and repair of the Streets Section.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes, and supervises the operations of the Streets Section in the maintenance, and repair of streets and drainage facilities. Work involves the supervision of employees and several crews engaged in street maintenance activities including drainage, asphalt patching, grading dirt roads, mowing rights-of-way, curb/gutter/sidewalk repair, street cleaning, and maintenance of street signals, signs and markings. The employee advises the Public Works Manager on street projects and ongoing activities and handles citizen inquiries and complaints. Work involves the assignment of crews and employees to work areas and frequent inspection and evaluation of various work areas to ensure that established standards and work procedures are maintained. Employee confers with, advises, and gives directions to personnel in assessing work and resolving internal personnel or work problems. The employee determines the proper details and methods to be used in carrying out prescribed assignments and tasks. Employee is subject to hazards in streets maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, atmospheric conditions, oils, tight quarters, moving mechanical parts, dusts, mists, odors, fumes, and narrow passage ways. Work is performed under general supervision and evaluated by conference and periodic inspection.

## **Duties and Responsibilities**

Plans, organizes, and supervises the maintenance and repair of streets and related facilities; assigns worker to crews and crews projects; performs field inspection and directs field work on

more difficult projects; organizes staff and equipment for most effective and efficient production.

Supervises and participates in the construction and maintenance of storm water drainage and catch basins.

Confers with the Public Works Manager in planning, directing, and implementing municipal streets maintenance and repair activities; assists in carrying out specific work projects such as seal coating, resurfacing, patching, grading, and similar operations performed on the streets system; assists in identifying priorities for street resurfacing projects and inspecting completed work.

Supervises and participates in the repair of potholes, eroded pavement, and utility cuts in pavement.

Supervises and participates in the maintenance and repair of sidewalks, storm sewer, and curb and gutter.

Trains and instructs workers in the appropriate safety procedures and policies for the job and enforces their use; participates in the Town's safety program and ensures that staff adheres to safety procedures and policies of the department.

Supervises personnel including participating in hiring; conducts training, performance coaching and evaluation, motivation and discipline of personnel.

Inspects streets and other work areas and gives technical advice and assistance to personnel.

Prepares time records; keeps records of material use and makes detailed reports.

Responds to, investigates, and resolves complaints from the public.

Prepares division budget request including heavy equipment needs and costs; monitors adopted division budget; acquires material, supplies, and equipment in compliance with municipal purchasing practices.

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of repair, and maintenance of streets and the use of street maintenance equipment, supplies, and materials.

Thorough knowledge of the operation, maintenance, capabilities and limitations of heavy equipment used in the area of assignment.

Thorough knowledge of the occupational hazards and proper safety precautions involved in the work performed.

Thorough knowledge of the traffic laws and regulations governing equipment operation.

Thorough knowledge of the tools, materials and equipment used in work performed.

Thorough knowledge of the principles and behavior and properties of soil, fill materials, concrete, and asphalt.

General knowledge of related municipal engineering specifications and practices and related state and local laws and regulations.

General knowledge of drainage and surveying principles.

Considerable knowledge of the principles of effective supervisory practices including communications, motivations, performance coaching, hiring performance evaluation and discipline.

Working knowledge of the organization's budgeting and purchasing processes.

Ability to prepare plans and detailed reports.

Ability to assign and supervise the work of subordinates and to instruct them in proper work and safety methods and procedures.

Ability to make effective use of related computer applications.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to read and prepare data and figures and to operate surveying equipment and to read maps and engineering drawings.

### **Minimum Education and Experience**

An Associate's Degree with course work in engineering technology, construction industry or related field and five to seven years of related supervisory experience; or an equivalent combination of education and experience.

### **Special Requirement**

Possession of a valid North Carolina Commercial Driver's License.