

STREET **SUPERINTENDENT**



DEPARTMENT:	Public Works – Street Division
REPORTS TO:	Assistant City Manager for Public Works
BARGAINING UNIT:	COWPEA Full-time Non-exempt Position
DATE APPROVED:	September 2010

SUMMARY:

The primary objective is to supervise and coordinate activities in the City's Street Division. The employee is responsible for the maintenance and repair of the city streets. Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Studies and standardizes procedures to improve efficiency of co-workers. Maintains harmony among co-workers and resolves grievances. Prepares composite reports from individual reports of co-workers, as well preparing reports alone. Performs or assists co-workers in performing duties. The employee works under the direction of the Assistant City Manager for Public Works who establishes policy and broad procedures and who reviews work primarily in the interest of insuring the maintenance and good repair of the city streets. The superintendent directs maintenance of the storm sewer system. This employee is responsible for snow removal and ice control on all city maintained streets and parking lots. This employee supervises maintenance of the City Flood Control Facilities. Oversees Central Garage in absence of Central Garage Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

- Develop plans and procedures for the maintenance and repair of the city streets, alleys, parking lots, flood control facilities, and airport
- Supervises the employees of this division, assigns specific duties, or allocates this supervision to the assistant
- Directs and advises the co-workers on special and technical problems, evaluates their work methods, progress, and accomplishments from time to time through conferences, review reports, and personal inspections
- Prepares reports, i.e. snow, flood, payroll, budgets, annual, and compiles information for the Assistant City Manager for Public Works
- Conducts good public relations through such devices as receiving and acting upon complaints from the public and making oneself available to the citizens when necessary
- Write specifications and order materials for street maintenance, street marking, and signage

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- Assists the Central Garage Superintendent in the servicing and repairing of street division equipment
- Makes recommendations and assist in writing specifications for purchasing and replacing street division equipment
- Supervises the maintenance and operation of the City Flood Control Facilities
- Schedules and dispatches snow removal equipment
- Composes and releases media information about the activities of the street division
- Lends assistance to other division and departments when necessary
- Operates Maintenance I, II, and III equipment in emergencies
- Oversees Central Garage in absence of Central Garage Superintendent.
- Can be assigned related work by Assistant City Manager for Public Works and City Manager

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Street Division of Public Works, which includes Maintenance I, II & III, and summer help positions for the City of Winona. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding work; discipline for just cause (oral and written reprimand); and evaluates performance. May effectively recommend hiring; transfers; promotions; adjust grievances; suspend; discharge; and demote.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High school graduate or hold GED certificate
- Associate Degree or equivalent from a two-year college or technical school; or ten years related experience and/or training; or equivalent combination of education and experience
- Ten years experience in street maintenance operations and 5 years increasingly responsible experience in a supervisory position is desired

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LANGUAGE SKILLS:

- Ability to communicate, both verbally and in writing, in English with co-workers and the general public
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to respond to common inquiries complaints from customers, regulatory agencies, or members of the business community
- Ability to effectively present information to top management, public groups, and/or city council

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume
- Ability to apply concepts of basic algebra and geometry

OTHER SKILLS AND ABILITIES:

- General knowledge in computer operations
- Considerable knowledge of methods, techniques, tools, materials, and equipment used in: street repair, street construction, street signage and marking, snow plowing and removal, ice control and flood control
- Considerable knowledge and experience in the operation and repair of heavy and light equipment, trucks and tractors
- Knowledge of management principles and practices as applied to the administration and operation of a street department
- Knowledge of the laws, ordinances and regulations relating to the planning, developing, construction, and maintenance of the street system
- Ability to judge the different grades of asphalt
- Ability to train subordinates in the use of heavy equipment
- Knowledge of engineering planning and of construction methods
- Knowledge of budgeting and accounting principles and practices employed in a street department

CERTIFICATES, LICENSES, REGISTRATIONS:

- Class "B" Commercial Driver's License

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MINIMUM QUALIFICATIONS:

- High school graduate or GED certificate
- Associate Degree or equivalent from a two-year college or technical school; or ten years related experience and/or training; or equivalent combination of education and experience
- Class "B" Commercial Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may regularly talk or hear; use hands to finger, handle or feel; climb or balance; and reach with hands and arms. Employee may frequently stand; walk; sit; stoop, kneel, crouch or crawl; and taste or smell.

Employee frequently lifts up to 10 pounds; and occasionally lifts up to 100 pounds. Specific vision requirements required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts; endures outdoor weather conditions; and vibration. Employee occasionally works in wet, humid conditions; is exposed to fumes or airborne particles and toxic or caustic chemicals; and is at risk of electrical shock.

The noise level in the work environment is frequently very loud.