

TITLE: Street Superintendent

ST/1

DEPARTMENT: Public Works - Street, City of Tifton

JOB SUMMARY: This position is responsible for supervising the maintenance of city streets, parks and cemeteries.

MAJOR DUTIES:

- o Schedules, assigns, and monitors the work of departmental personnel; supervises and instructs employees on work methods, procedures, and standards related to their assignments; maintains good order and discipline within the department, and evaluates personnel.
- o Develops and administers the Street division budget.
- o Organizes work crews and plans work schedules; sets work priorities.
- o Submits requisitions for employees, materials, and supplies.
- o Complete and follow-up on customer service requests and reports.
- o Provides information and assistance to the general public.
- o Enforces safe work practices.
- o Prepares for and leads staff meetings.
- o Attends training classes; facilitates training for personnel, including traffic flagger training, trench box training, vehicle and equipment training, herbicide training, and soil erosion training.
- o Reviews and writes vehicle specifications.
- o Prepares quarterly, semi-annual, and annual report.
- o Performs pre- and post-trip vehicle inspections.
- o Performs utility locates for storm drainage system pipes, drain boxes, and man holes.
- o Maintains personnel time sheets; collects and reviews daily work logs.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of street construction, maintenance, and repair procedures and methods and ADA Compliance
- o Knowledge of GDOT's Plan Dev Review process.
- o Knowledge of municipal cemetery operations.
- o Knowledge of EPD and Georgia Dept of Natural Resources Stormwater and Watershed protection policies and regulations
- o Knowledge of city and departmental policies and procedures.
- o Knowledge of the operation and maintenance of a variety of equipment.
- o Knowledge of computers and job-related software programs.
- o Skill in supervision.
- o Skill in prioritizing and organizing work.
- o Skill in the use of street maintenance equipment.
- o Skill in the use of hand and power tools.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Assistant City Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies and procedures, safety procedures, and the City Handbook. These guidelines require judgment, selection, and interpretation in application. This position develops division guidelines.

**COMPLEXITY:** The work consists of varied supervisory, administrative, and street maintenance duties. Unexpected repair demands contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to supervise the maintenance of city streets, parks and cemeteries. Successful performance contributes to well-maintained city streets, parks and cemeteries.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, vendors, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, motivate personnel, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching, or stooping. The employee must frequently lift light and occasionally heavy objects, use tools or equipment requiring a high degree of dexterity, climb ladders, and distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee is exposed to noise, dust, dirt, inclement weather, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Street Supervisor (1).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.