



Title: Street Superintendent

FLSA Status: Exempt

SAFETY STATUS: Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to oversee all phases of operations for the department, including the construction, maintenance and repair of streets, alleys, and other paved areas. This is accomplished by developing plans, administering the department budget, monitoring expenditures, and managing and training all personnel. Other duties include assisting other departments as needed and operating heavy equipment.

REPORTS TO:

This position reports to the Public Works Director.

SUPERVISES:

This position supervises all Streets and Collection Station staff.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Maintains streets and other paved areas by inspecting and evaluating streets; determines what is needed to repair roads; investigates estimated funds needed for reconstruction; assists in the development of plans and specifications; and operates heavy equipment in the absence of other staff.	60%
2	L	Oversees staff by planning and prioritizing tasks; ensuring policy and procedure compliance; monitoring staff performance and development; and providing instruction and training on equipment and job duties.	25%
3	L	Completes special projects by clearing away debris after storms; providing assistance for planned events; and helping with development of new programs and services.	15%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over five years up to and including seven years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made during interactions. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.
Freedom to Act	Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division. May recommend budget allocations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Class C driver's license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	C	desk work, meetings, driving
Walking	F	to other departments/offices/office equipment, around work site
Lifting	O	files, supplies
Carrying	F	files, supplies
Pushing/Pulling	O	file drawers, tables and chairs
Reaching	R	for supplies, for files
Handling	C	paperwork
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	under equipment
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone, getting inside vehicle
Climbing	R	onto equipment
Balancing	R	on ladders, on equipment
Vision	C	observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving, operating heavy equipment
Other (specified if applicable)		

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MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Dump truck, blade, loader, bobcat, backhoe, sweeper, shovel, chainsaw, saw cut machine, weed eater, pole saw

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	O
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, safety glasses, gloves, back belt, ear plugs, steel-toe boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		R
Frequent Change of Tasks		O
Irregular Work Schedule/Overtime		R
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		O
Tedious or Exacting Work		O
Noisy/Distracting Environment		O
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.