## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Streets Maintenance Supervisor</th>
<th>Civil Service:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Public Service</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Public Service Director</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Location:</td>
<td>Public Service Department</td>
<td>Overtime Status:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>04/03/03</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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## JOB SUMMARY

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This is a supervisory and technical position within the Public Service Department. This position plans, directs, coordinates, oversees and participates in the work of the Street Maintenance Division. Responsibilities include planning, directing, coordinating, implementing and participating in an on-going program of maintenance, repair and construction of city streets and rights-of-way. This position plans, directs and controls the activities of subordinate personnel. General direction and review is received from the Operations Manager or the Public Services Director, however, the Supervisor must exercise discretion and independent judgement in performing required work.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

*List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*

- Assigns and directs Street Maintenance Division employees and their work.
- Supervises and performs work related to the Street Maintenance Division, including concrete and asphalt street repair, crack sealing, curb repair, street sweeping, street painting, street tree maintenance and trimming, sign installation and repair, traffic signal repair, street painting and snow and ice removal.
- Oversees and participates in the proper construction and timely completion of Public Services construction projects.
- Supervises and is responsible for repair, maintenance and use of all vehicles, tools and equipment necessary to perform the needed tasks within the division.
- Oversees the daily cleaning and maintenance of all related equipment.
- Schedules, supervises, trains and directs department employees in areas of maintenance of city streets and other Public Services Divisions as needed.
- Establishes and monitors division goals and performance criteria.
- Evaluates division performance.
- Monitors leave utilization and staffing requirements and revised employees requests for accuracy and division needs.
- Responsible for first step grievances in accordance with department policies and procedures.
- Responsible for employee discipline in accordance with department policies and procedures.
- Assists with departmental and division budget development and monitoring.
- Assists with specifications for purchase of equipment and supplies of the division.
- Assists with in-service training and development of other employees and promote safety and improvement of work procedures and methods.
- Investigates complaints and inquiries regarding street maintenance on a daily basis.
- Is available for emergency and unscheduled work assignments and directs employees to arrange for their completion.
- Makes recommendations regarding the hiring, transfer, suspension, promotion and discharge of Street Maintenance Division employees to the Public Services Director.
- Supervises the work of other divisions within the department as necessary.

## REQUIRED KNOWLEDGE AND SKILLS

*List key dimensions (measurements for success) for this position:
- Knowledge of the principles and practices of modern street construction, repair and management, including concrete work, asphalt work, crack sealing practices, street cleaning, street painting, traffic safety and snow and ice removal.
- Knowledge of occupational hazards, safety policies and the necessary safety pre-cautions.
- Knowledge of Construction work Zone Safety and the proper set up and maintenance of work zones.
- Knowledge of the city’s streets, geography and soil conditions.
- Knowledge of the operation of heavy equipment and other equipment used by the Street Maintenance Division.
- Ability to help establish goals and effective methods to reach them.
- Ability to prepare clear and concise oral and written reports.
- Ability to plan, direct, coordinate and control the activities of subordinate personnel.
- Ability to establish and maintain effective working relationships with fellow employees, other departments, contractors and the general public.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purposes of site review and maintenance work inspection.
- Knowledge of traffic laws, signals and sign regulations.
- Knowledge of the methods, materials, tools and techniques used in the installation and repair of traffic signal equipment.
- Knowledge of the operating principles of traffic signal controllers and related equipment.
- Physical ability to work at heights of 40 feet and occasionally in adverse weather conditions.
- Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, stooping, bending and climbing.
- Ability to lift up to 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephones, two-way radios, written format and face-to-face.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Attends work regularly at the designated place and time.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- High school diploma.
- Two (2) years experience involved in the methods, practices, techniques, equipment, tools and supplies used in street construction, repair and maintenance and traffic safety functions.
- Most possess a valid Class B Commercial Drivers License with Endorsement N for bulk tank vehicles and Restriction L for vehicles with air brakes, within sixty (60) days of date of hire.

**WORKING CONDITIONS**

List working conditions for this position:

- Works outdoors and may be exposed to adverse weather
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical