JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Street Maintenance Supervisor</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Public Service – Streets Division</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Streets Maintenance Supervisor</td>
</tr>
<tr>
<td>Location:</td>
<td>Public Service Building</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>5/15/2006</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>N/A</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Hourly (Paid Overtime)</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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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 working supervisory and technical position that is responsible for participation in and assisting with organizing, planning, coordinating, and supervising of various maintenance and construction projects. This position provides direction and supervision for crews performing paving, sealing, plowing, snow removal and other related tasks requiring the use of light to heavy equipment. The Assistant Supervisor must exercise significant discretion and frequently use independent judgment 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:

- Responsible for the supervision and overall evaluation of staff in general maintenance and construction operations.
- Supervises crews of street maintenance personnel in asphalt and concrete operations.
- Instructs and demonstrates proper safe equipment operation.
- Assumes responsibilities of Street Maintenance Supervisor in his/her absence.
- Interprets and administers departmental policies and procedures.
- Responsible for employee discipline in accordance with departmental policies. Would handle step one in discipline process and make recommendations on discipline and discharge.
- Interviews and makes recommendations in the hiring of new personnel.
- Assists with planning, coordination and supervising of the day to day operations of the Street Maintenance Division.
- Responsible for the assignment of personnel and equipment to various projects.
- Assists with ordering and maintaining adequate inventory of materials.
- Maintains work records for employee performance.
- Assists with the inspection of streets to access repair needs.
- Supervises snow and ice operations.
- Initiates Iowa One Call utilities when needed for construction.
- Assists with supervision on day to day equipment maintenance.
- Responsible for maintaining positive public relations. Address questions presented by the general public in regards to repairs needed.
- Assists as needed with special projects.
- Solves problems on site to facilitate public use of roadways in a safe manner.
- This position could also be required to carry the on-call pager for after-hours response to emergencies.
- Performs other related duties as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Ability to plan, organize and supervise the work of others to maintain high productivity and safety.
- Knowledge of methods, tools, equipment, and practices required for municipal maintenance and construction.
- Knowledge of hazards and safety practices and ability to independently recognize safety problems and resolve...
them on site.

- Ability to communicate both orally and in writing
- Ability to read and interpret construction plans and determine on site modifications when necessary.
- Ability to establish and maintain good effective working relationships with employees, vendors and the general public.
- Skilled in operation of various construction equipment.
- Knowledge of traffic laws and regulations governing automotive equipment operation.
- Ability to operate and perform routine maintenance of trucks up to a 50,000 pound G.V.W., rubber tire back hoes, rubber tire end loaders, motor patrol graders, tractor mowers, street sweepers, and related equipment.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of the component parts, operating principles, and maintenance needs of construction and maintenance equipment.
- Knowledge of city’s geography.
- Ability to understand and implement oral and written instructions.
- Ability to prepare required records and reports for reporting maintenance information back to Supervisor or Operations Manager.

**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, un-level grades and heavily vegetated areas for the purpose of site review and maintenance work inspection.
- Knowledge of the methods, materials, tools and techniques used in the repair of concrete and asphalt streets.
- Physical ability to work at heights of 40 feet and occasionally in adverse weather conditions.
- Ability to lift and carry up to 50 pounds
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Ability to perform a variety of physical labor activities as needed using a variety of hand and power tools, stooping, bending and climbing.
- 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.
- Ability to operate a variety of equipment in emergency situations and be able to work extended hours in adverse weather conditions.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- High school diploma.
- Three (3) years experience in construction and maintenance of streets, concrete and asphalt with experience in supervision capabilities and administrative duties.
- Must possess valid Class B Commercial Drivers License (CDL) with Endorsement N for bulk tank vehicles and Restriction L for vehicles with air brakes, within sixty days of date of hire.

**WORKING CONDITIONS**

List working conditions for this position:

- Works in an office environment
- 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:

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- DOT Drug Screening
- Driving Record
- Pre-Employment Physical