

**CENTERVILLE CITY**  
**JOB DESCRIPTION**

Title:	Streets Supervisor	Code:	615
Division:	Streets	Effective Date:	1/1/94
Department:	Public Works	Last Revised:	8/28/03

GENERAL PURPOSE

Performs a variety of **field supervisory and journey level skilled duties** related to the construction, installation, maintenance and repair of city streets, alleys and related roadways.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to Street Maintenance Operator(s) III, II and I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

**Field Supervision:** performs as project foreman; receives and organizes daily work assignments;; delegates work assignments; oversees work quality and assures timely completion of assigned projects; helps conducts employee performance evaluations; determines personnel, material and equipment needs; radios in needs and coordinates efforts with other department divisions; makes field decisions as needed to remedy problems and emergencies; manages interactions with public

Monitors work activity in the field; determines worker capabilities; evaluates worker performance, makes recommendations relating to personnel actions such as promotion, advancement, discipline, or separation; conducts field training as needed to enhance crew efficiency and effectiveness.

Coordinates seasonal projects such as snow removal, asphalt work and street repair, curb and gutter replacement, fencing repair, sign repair, building and remodeling, flood control, snow removal, striping operations, weed control, mowing, and spraying, storm drain cleaning and repair.

Monitors equipment and inventory needs; follows established procedures to order and purchase replacement materials and equipment.

Orients, instructs and trains employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures; oversees the installation and maintenance of city signalization devices.

Performs as a senior level worker and lead worker in completing various asphaltting projects, concrete projects, fence building and remodeling projects, sign repairs, striping, flood control, snow removal, truck operations, and other street projects.

Operates specialized heavy equipment such as single & tandem axle dump trucks, road graders, cats/bull dozers, front-end loaders, backhoe, bucket trucks, snow plow and other similar equipment in the construction, maintenance and repair of various street department projects and sites; operates light equipment such as sweepers, mowers, street vacuum, rollers, cement mixers, pickups, tractors, fork lifts, spreaders, and various hand and power tools as needed.

Transports and deposits various construction materials such as sand, salt, gravel, dirt, etc.; performs hot mix patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance, street sweeping, cold mix patching, debris collection, etc.

Evaluates street conditions throughout city and determines needs for preventive maintenance to assure longer lasting ability.

Maintains records of street signs and school crossings; assures proper maintenance and repairs are performed.

Works with Engineering to solicit bids on contracted jobs such as slurry seal, chip seals, overlays, and street reconstruction; supervises and coordinates work on project if assigned; monitors contractor performance.

Responds to emergency calls on a 24 hour basis; determines necessary personnel, materials and equipment needed to solve problems; maintains personnel records, turns in project work records as needed.

Assists public works director in preparing and developing operating budget projections; assists in costing out material needs, maintenance needs, personnel work force needs, and equipment needs.

Insures proper safety measures and procedures are taken by employees; conducts monthly safety meetings.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;

AND

B. Six (6) years of progressively responsible experience in a field directly related to above duties; two (2) years of which must have been in a lead worker capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Considerable knowledge of** drawings and specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; basic principles of supervision and employee motivation; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, maintenance and personnel management; civil engineering standards related to street construction and drainage; right-of-way laws and ordinances; basic computer operations and various software applications.

**Skill in** the operation of heavy mechanized equipment as required by the position. Skill in the art of diplomacy and cooperative problem solving.

**Ability to** operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with coworkers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment.

3. Special Qualifications:

Must possess a Commercial Drivers License (CDL)

May be required to become HAZMAT certified.

Must be able to lift 100 lbs.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving . Daily local travel required in normal course of job performance. Continuous exposure to weather extremes and traffic hazards associated with construction in the public right of way.