

STREET MAINTENANCE SUPERINTENDENT

Position Code: 2620

WC Code: 5506

FLSA Status: Exempt

Pay Grade: 358

Location: Public Services

Approval Date: 2022

General Statement of Duties

Performs complex administrative and technical work supervising the Street Department within the Public Services Division.

Distinguishing Features of the Class

An employee in this class plans, organizes and supervises the operations of the Street Department in the maintenance, and repair of streets, sidewalks, and rights-of-way. Work includes planning work projects based on service needs; assuring on-going preventive maintenance and making needed repairs; overseeing related contractors; inspecting work in progress and upon completion; and answering and resolving complaints related to services provided. Work involves the supervision of employees and several crews engaged in street maintenance activities including asphalt patching, mowing rights-of-way, curb/gutter/sidewalk repair, and maintenance of street signals, signs and markings. The employee advises the Public Services Director on street projects and ongoing activities and is the primary contact for citizen inquiries and complaints. Work involves frequent inspection and evaluation of various work areas to ensure that established standards and work procedures are maintained. Employee advises personnel in assessing work and resolving internal personnel or work problems. The employee ensures that the proper details and methods are used in carrying out prescribed assignments and tasks. Work requires considerable independent judgment and initiative. Employee is subject to hazards in streets maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, atmospheric conditions, oils, tight quarters, moving mechanical parts, dusts, mists, odors, fumes, and narrow passageways. Work is performed under general supervision and evaluated by conference, written reports, and periodic inspection.

Duties and Responsibilities

Plans, organizes, and supervises the maintenance and repair of streets and related facilities; performs field inspection and directs field work on more difficult projects; organizes staff and equipment for most effective and efficient production.

Communicates with the Public Services Director in planning, directing, and implementing municipal streets maintenance and repair activities; assists in administering specific work projects such as seal coating, resurfacing, patching, grading, and ADA compliance or similar operations performed on the streets system; identify priorities for street resurfacing projects and inspecting completed work.

Prioritizes daily operations and maintenance, short-term projects, and long-term capital improvements; ensures coordination of activities with other departments and divisions; ensures necessary supply of parts, materials and tools to avoid delays and enable timely completion of work.

Manages the design, production and installation of street, facility, park and event signs, the painting of crosswalks and parking stalls, and the monitoring and repair of school zone flashing warning signs.

Ensures that employees are properly trained and that jobs are performed in accordance with OSHA and Town safety rules and policies.

Provides technical advice and assistance to the Public Services Director; keeps Director informed of work status and advises management and officials when asked or required to do so.

Meets with contractors to discuss impending projects; inspects work to ensure conformance with specifications and contract requirements.

Completes required records and reports for the Director and State and Federal agencies; keeps records of the activities of the department; supplies operational data as requested.

Participates in special events in the Town including coordination, preparations, road closures, setup, take down, and personnel management.

Participates in the Town's safety program and ensures that staff adheres to safety procedures and policies of the department.

Supervises personnel including participating in hiring; conducts training, performance coaching and evaluation, motivation and discipline of personnel.

Inspects streets and other work areas and gives technical advice and assistance to personnel.

Responds to, investigates, and resolves complaints from the public.

Prepares department budget request including heavy equipment needs and costs; monitors adopted department budget; acquires material, supplies, and equipment in compliance with municipal purchasing practices.

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of repair, and maintenance of streets and the use of street maintenance equipment, supplies, and materials.

Thorough knowledge of the operation, maintenance, capabilities, and limitations of heavy equipment used in the area of assignment.

Thorough knowledge of the occupational hazards and proper safety precautions involved in the work performed.

Thorough knowledge of the traffic laws and regulations governing equipment operation.

Thorough knowledge of the tools, materials and equipment used in work performed.

Thorough knowledge of the principles and behavior and properties of soil, fill materials, concrete, and asphalt.

General knowledge of related municipal engineering specifications and practices and related state and local laws and regulations.

Considerable knowledge of the principles of effective supervisory practices including communications, motivations, performance coaching, hiring performance evaluation and discipline.

Working knowledge of the organization's budgeting and purchasing processes.

Ability to prepare plans and detailed reports.

Ability to assign and supervise the work of subordinates and to instruct them in proper work and safety methods and procedures.

Ability to make effective use of related computer applications.

Ability to exercise sound judgment and initiative to solve problems.

Ability to participate in the work supervised, when necessary.

Ability to supervise the work of multiple crews to achieve desired outcomes.

Ability to establish and maintain effective working relationships with Town officials, other public officials, supervisors, employees, contractors and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to read and prepare data and figures and to operate surveying equipment and to read maps and engineering drawings.

Minimum Education and Experience

High School Diploma or GED and over ten years of directly related experience, including supervisory experience; or Associate's Degree from an accredited community college and five to seven years of directly related experience, including supervisory experience; or a Bachelor's Degree from an accredited college or university and three to five years of directly related experience, including supervisory experience, or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina Commercial Driver's License.