

STREET MAINTENANCE SUPERVISOR

SUMMARY/PURPOSE

Supervise, organize, direct, and coordinate the work activities of street and traffic maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Determine priorities, assign work, and coordinate schedules of personnel.
2. Effectively recommend the hiring, transfer, suspension, or discharge of assigned personnel.
3. Establish work standards and conduct employee evaluations.
4. Monitor work sites to ensure compliance with proper methods, guidelines, standards, and procedures.
5. Train personnel in correct and safe operating procedures.
6. Recommend adjustments or other actions in employee grievances.
7. Delegate authority and responsibility to others as needed.
8. Assist the Maintenance Operations Manager in planning, directing, and evaluating maintenance operations for assigned areas of the City.
9. Direct and supervise the maintenance of streets, alleys, parking meters, street signage, street marking, and other areas as assigned.
10. Direct and supervise the grading, reshaping, patching, resurfacing, and ditching of streets and alleys.
11. Direct and supervise the operation of parking ramp facilities and collection of money from meters and ramps.
12. Direct and supervise snow and ice removal and street cleaning in assigned areas.
13. Supervise the organization and adjustment of snowplowing routes.
14. Coordinate projects and programs with other City departments, outside contractors, customers, and the general public.
15. Authorize expenditures for supplies and materials.
16. Assist with division budget planning to determine short and long-range goals and objectives within budgetary constraints.
17. Investigate and respond to complaints from the public.
18. Prepare and present reports as assigned.
19. Investigate accidents and submit reports.
20. Perform the duties of Maintenance Operations Manager in that person's absence and as assigned.
21. Organize and direct employees in completing assigned maintenance.
22. Disseminate instructions and information to employees.
23. Other related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - B. Six (6) years of verifiable experience in a street or traffic maintenance operation, including at least two (2) years of experience in a lead capacity or supervisory level plus two (2) years of experience in the operation of heavy trucks and equipment; or
 - C. Verifiable, satisfactory work experience in a position of similar complexity and level of responsibility.
 - D. Road construction background preferred.
2. License Requirements
 - A. Possess and maintain a Minnesota Commercial Driver's License (Class "A").

3. Knowledge Requirements

- A. Knowledge of effective supervisory practices and the skill to use them effectively.
- B. Basic knowledge of accepted public administration, personnel, supervisory, and budgetary principles and practices.
- C. Basic knowledge of project analysis, planning, implementation, and evaluation principles and practices.
- D. Knowledge of the procedures, principles, and practices used in the maintenance of streets, alleys, sidewalks, parking meters, sign making and installation, road surface paint application, and parking ramps.
- E. Knowledge of local, state, federal laws and regulations related to Division programs and activities.
- F. Knowledge of labor relations and labor agreements.
- G. Knowledge of the materials, equipment, procedures, and practices employed in street and traffic maintenance.
- H. Knowledge of all applicable safety and operational laws and regulations.

4. Skill Requirements

- A. Skill in supervising personnel.
- B. Skill in developing, organizing, and presenting ideas and recommendations clearly and concisely in both written and oral communication.
- C. Skill in the use of equipment, materials, procedures, and practices used in the maintenance of streets, alleys, sidewalks, parking meters, sign making and installation, road surface paint application, and parking ramps.
- D. Skill in the grading, reshaping, patching, resurfacing, and ditching of streets and alleys.
- E. Skill in snow and ice removal and street cleaning in assigned areas.

5. Ability Requirements

- A. Ability to establish and maintain effective working relationships with subordinates, supervisors, and customers.
- B. Ability to meet the public and to handle their complaints or requests in a cooperative manner.
- C. Ability to set performance standards and goals.
- D. Ability to direct and supervise work, delegate work assignments, and motivate subordinates.
- E. Ability to read and interpret manuals, catalogs, shop drawings, and labor agreements related to the classification.
- F. Ability to evaluate and analyze operations and procedures.
- F. Ability to use hand and power tools and machines.
- G. Ability to operate all applicable motor vehicles in a safe, courteous manner and for long periods in all kinds of weather as required.
- H. Ability to exercise tact and good judgment, and to accept personal responsibility for one's decisions and actions.
- I. Ability to communicate and follow directions in oral and written form.

6. Physical Ability Requirements

- A. Ability to occasionally climb, balance, stoop, lift, push, pull, and carry.
- B. Ability to use hand and power tools and machinery.
- C. Ability to operate applicable motorized vehicles in a safe, courteous manner, in varying weather conditions, and for long periods in emergencies.
- D. Ability to work outside year round in inclement weather.
- E. Ability to occasionally lift and carry up to 50 pounds and frequently lift and carry objects weighing up to 25 pounds.
- F. Ability to attend work on a regular basis.

HR:	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No: 1517
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution: