



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>STREET SUPERINTENDENT</b>		
Department:	Public Works		
Supervisor:	Public Works Director		
Date:	February 2012	Position No.	PW/2
FLSA Status:	Exempt	Random Substance Testing:	Y

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## Job Summary:

This position is responsible for overseeing street department operations, including infrastructure.

## Job Scope:

The purpose of this position is to oversee the construction, maintenance, and repair of public works infrastructure. Successful performance helps ensure department compliance with state and federal laws and regulations.

## Essential Duties and Responsibilities:

1. Oversees daily street maintenance.
2. Orders supplies, materials, and safety equipment and clothing.
3. Supervises, schedules, trains, and inspects the work of crews in accordance with city personnel policies and procedures.
4. Communicates with citizens to explain operations, assess concerns, and provide information to the public.
5. Develops and administers the city's street maintenance program.
6. Creates and maintains effective relations with employees and customers.
7. Conducts safety meetings and complies with established safety standards and regulations.
8. Assists with developing the annual street budget.
9. Prepares bid specifications for major equipment purchases.
10. Monitors severe weather situations for possible emergency call-outs; directs snow and ice operations.
11. Plans, prioritizes, coordinates, and reviews the work of crews.

12. Participates in the interviewing and selection of staff; provides or coordinates staff training; evaluates work; implements disciplinary procedures; ensures that staff meet annual training requirements.
13. Investigates complaints and recommends corrective actions as needed.
14. Reviews purchase orders and ensure they are properly coded.
15. Maintains accurate records of work performed and materials used.
16. Prepares daily, weekly, and monthly activity reports.
17. Coordinates maintenance and repair activities with business and property owners.
18. Locates storm water lines.
19. Performs other related duties as assigned. Subject to call in at any time.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Associates degree in Business Management or related field from an accredited college with a minimum of four years of progressively responsible experience in street construction work with a minimum of two years of supervision experience or
2. High School Diploma or GED with a minimum of seven (7) years of increasingly responsible experience in street maintenance or related field with a minimum of two years of supervision experience
3. Ability to handle mathematical calculations commonly associated with post high school graduation
4. Ability to read, analyze, and interpret documents commonly associated with street construction and repair
5. Missouri drivers license.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of safety standards and regulations.
2. Knowledge of environmental protection rules and regulations.
3. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
4. Knowledge of city and department policies and procedures.
5. Knowledge of street maintenance techniques.

6. Skill in problem solving and decision making.
7. Skill in performing mathematical calculations.
8. Skill in maintaining records.
9. Skill in using a computer and standard office equipment.
10. Skill in oral and written communication.

**Guidelines:**

1. City codes and ordinances.
2. City and department policies and procedures,
3. City, state, and federal statutes, regulations, and guidelines regarding streets, traffic, and storm water/wastewater transmission systems.
4. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of varied duties related to overseeing Street Department operations. Extensive contact with the public contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. Vendors, contractors, citizens, business leaders, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over Crew Foreman, Crew Supervisor, Administrative Assistant, Senior Equipment Operator, Equipment Operator, Public Works Maintenance Worker, and Public Works Service Worker.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed either while sitting at a desk or table with intermittent standing or outdoors. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is typically performed in an office or outdoors. Work may involve the prolonged use of the telephone and personal computer. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as hard hats, safety glasses and work boots.