CITY OF CRETE
STREET SUPERVISOR/SUPERINTENDENT

Job Status: Exempt; Full-time

Reports to: City Administrator/Public Works Director

Supervisory Responsibilities: Yes

I. GENERAL FUNCTIONS

The Street Supervisor will organize, implement, and manage all aspects of maintaining the City's streets and rights-of-way in accordance with federal, state and city codes. Reports to City Administrator/Public Works Director. Full-time, salary position (subject to on-call status and job rotation status). Must be readily available by city-issued cell phone, at all times.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Effectively manage all areas of the Street Department's work forces (developing work schedules and work assignments, training, ensuring work output stays within regulated parameters, overseeing time management, keeping accurate records of all activities, conducting performance appraisals, implementing safety program, etc.).

2. Supervise the operations, construction, maintenance, and repair of the City's street system, and related facilities and grounds.

3. Effectively perform personnel supervisory responsibilities (assigning work responsibilities, controlling, problem solving, maintaining positive employee relations, overseeing safety program implementation, etc.)

4. Effectively manage the maintenance and repair of all departmental equipment, machinery, and vehicles (implementing preventive/corrective programs by tracking routine maintenance procedures and taking appropriate actions for non-scheduled breakdowns and malfunctions that arise, etc.).

5. Efficiently manage the maintenance and repair of plant buildings and grounds (keeping buildings and grounds properly cared for, painting, landscaping, mowing, replacing concrete and wooden structures, making property upgrades as needed, etc.).

6. Effectively conduct tours of the facility for government inspectors, salespeople, and others as needed (accurately responding to questions, effectively serving all needs of visiting persons, ensuring safety of all visiting persons, etc.).

7. Supervise the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.

8. Effectively manage daily operations and efficient maintenance of the City Streets (visually inspecting streets and related facilities weekly, and effectively responding to citizen reported problems, inspecting medians, rights-of-way, and public easements before and after maintenance and repair).

9. Accurately keep all pertinent records. Track inventory of materials and equipment and determine needs.

10. Effectively assist other City Departments as needed.

11. Maintain professional growth strategies for self and staff.

12. Actively participate in all work duties/responsibilities.

13. Inspect job-site traffic flow work areas and contractor traffic control devices to ensure appropriate traffic control.

14. Research and respond to customer complaints (identifying possible resolutions and root cause analyses).

15. Oversee preventive maintenance activities.

16. Prepare purchase order requests for materials; purchase in accordance with purchasing services policies and procedures.

17. Supervise the operations, scheduling and implementation of snow/mosquito removal for City.

18. Ensure that work force secures and maintains proper licensure required for the various positions within the department, i.e., pesticide applicator licenses, etc.

19. Supervise the operation, scheduling, and implementation of mosquito/vector control for the City.

20. Actively participate in planning of future construction projects.

21. If promoted to become the Certified Street Superintendent:
    a. Participate actively in creating and administering the One and Six Year Street Improvement Plan and assist in the presentation and adoption by the Planning Commission and Governing Body.
    b. Effectively work with consultants in performing future growth studies and traffic studies, as well as presentations to the Planning Commission, City Council, Civic Groups, and agencies.

III. KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of street construction, regulations, principles, practices, and procedures.
2. Ability to effectively work with people of all ages and backgrounds.
3. Ability to effectively manage the physical operations of a department of this type.
4. Ability to work in an environment that is noisy and contains harmful fumes and gases.
5. Ability to lift 100 pounds, climb vertical ladders, and reach above head and at ground level.
6. Knowledge of, skill in, and ability in operating hand tools and power tools.
7. Knowledge of, skill in, and ability in operating/maintaining large vehicles, machinery, and equipment.
8. Knowledge of, skill in, and ability in fabricating repair parts for facility, equipment, machinery, and vehicle needs.
9. Ability to communicate effectively, orally, and in writing, in diverse situations (in English).
10. Ability to operate computers and be proficient in appropriate software.

IV. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience, training, and education that allows the essential duties and responsibilities of this position to be achieved.

V. MINIMUM QUALIFICATIONS

1. Possess and maintain a valid Nebraska driver's license.
2. Must be at least 21 years of age.
3. Must be legally authorized to work in the U.S.
4. High school diploma or GED required. Preferred: associate or bachelor's degree with public works/engineering coursework, or any combination of education and experience that provides the necessary knowledge, skills and abilities.
5. Basic understanding of the purpose and key principles of the MUTCD.
6. Five (5) years' minimum practical experience in street construction, repair, maintenance practices, snow removal and flood mitigation, or an equivalent combination of education and/or experience.
7. Must have a CDL Class B license (Class A desired), or ability to obtain one within one year of employment.

VI. NECESSARY SPECIAL REQUIREMENTS

1. Must maintain a phone.
2. Frequent evening and weekend hours are required.
3. Frequent travel is also required.
4. Reside within 20 minutes of the City limits; required within 18 months of hire date.
5. Certify as a Licensed Street Superintendent (Class B) within four years of date of hire and obtain Class A licensing within two years after Class B. (Certified as a Licensed Street Superintendent in Nebraska upon hire, highly desirable.)

VII. WORKING CONDITIONS & PHYSICAL EFFORT

Medium work classification (as described by ADA) for the majority of duties and responsibilities, and heavy work classification (as described by ADA) for some of the duties and responsibilities associated with this position. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I acknowledge that I have read and understand the essential functions for the position of Street Supervisor and can perform the essential functions with or without accommodation.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date