



STREET SUPERINTENDENT

FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the general direction of the Director of Public Works, the Street Superintendent is responsible for overseeing and managing the daily operations related to streets, drainage, and brush maintenance. This role involves supervising the assigned staff within the street division.

SUPERVISION

RECEIVES direct supervision from the Director of Public Works.

EXERCISES supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

1) Administration

- Establish departmental goals and objectives.
- Assist in the development and implementation of policies and procedures.
- Oversee and assist assigned staff with administrative and operational duties in the daily operation and management of the streets, drainage, and brush departments.
- Direct, oversee and participate in the development of the department's work plans.
- Assign work activities, projects, and programs.
- Monitor work flow; review and evaluate work products, methods, and procedures.
- Collaborate with the Director of Public Works in the preparation assigned department budgets.
- Manage and monitor department budgets.
- Prepare cost estimates for budget recommendations; submit justifications for needed supplies, material, and equipment.
- Approve requests for purchase orders.
- Participate in the forecast of additional funds needed for staffing, equipment, materials and supplies.
- Evaluate the operations and activities of the departments.
- Recommend and implement improvements and modifications.
- Maintain records and prepare reports.
- Provide information regarding department operation.

2) Personnel

- Supervise and direct all streets, drainage, and brush department's staff.
- Provide direction and vision to assigned staff in the operation of the departments.

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- Maintain training records for all assigned employees.
- Process annual employee performance reviews and ensure employees meet the minimum expectations of their individual roles and responsibilities.
- Work with employees to correct deficiencies; implement discipline and termination procedures when needed.
- Coordinate with Human Resources in the recruitment and selection of department personnel.
- Ensure department personnel receive training/continuing education as the budget allows.
- Review and assign staff resources as needed to achieve objectives of programs and services within the department.
- Ensure bi-weekly payroll timesheets are processed accurately and efficiently for submission to department head for approval.

3) Equipment

- Identify equipment needs; develop specifications.
- Ensure equipment is maintained, coordinate maintenance of equipment with Fleet division.
- Ensure all personnel are properly trained on equipment for which they will be expected to use.
- Contact vendors/contractors and coordinate.

4) Crews

- Inspect work sites before, during and after completion to ensure satisfactory and thorough workmanship.
- Inspect work sites to ensure personnel adhere to safety rules, regulations and policies established.
- Manage, supervise, and participate in the preparation, development and evaluation of highly technical studies, reports and analyses involved in the maintenance and repair of street related facilities.
- Develop and implement technical models and systems.
- Analyze and evaluate study results.

5) Projects

- Prepare recommendations on street-related projects.
- Review plans, specifications, and blueprints with public works management personnel for current and future street and drainage construction projects.
- Provide technical assistance or guidance on issues relating to construction projects including regulatory, trades, codes and ordinance requirements or changes.
- Conduct ongoing field inspections of street related projects to monitor the maintenance and replacement of equipment or new construction requirements.
- Inspect maintenance and project work in progress and upon completion.
- Meet with field personnel to discuss and resolve problems which may arise during construction or repair projects.
- Coordinate with the Public Works Director on assigned projects or emergencies.

6) Public Relations

- Respond to inquiries and complaints from residents, businesses, contractors, consultants, code officials and engineers related to street, drainage, or brush problems or issues.
- Coordinate maintenance and operations activities with other City departments and outside agencies.

7) Other Duties

- May be required to assist in the setup, teardown, and cleanup for special events and meetings.
- May occasionally be required to work on-call, evenings, or weekends.

- Assist in other departmental operations when needed.
- Regular and consistent attendance for the assigned work hours is essential.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

A High School diploma or equivalent is required, **and** five (5) years street and drainage experience, three (3) years of which is in a managerial or supervisory role; **or** equivalent combination of education and experience.

Knowledge of:

- Principles and practices of organization, administration, and personnel management.
- Development, construction, repair, maintenance and enhancement of City Street, Drainage and Brush facilities.
- Inventory control and purchasing procedures for street, drainage and brush equipment, materials, parts and supplies.
- Occupational health and safety rules, regulations, and practices.
- Project development, management, and implementation.
- Basic computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Outlook), and use of the Internet is required.
- City policies and procedures.
- Chemicals and their application.

Skills and Abilities:

- Plan, organize, direct, and implement street, drainage, and brush maintenance requirements.
- Forecast future needs of the Streets department and the skill to develop and implement plans to adequately manage the department.
- Effectively supervising and delegating duties to assigned staff.
- Resolve customer complaints and concerns.
- Communicate clearly and concisely, both orally and in writing.
- Maintain records and prepare comprehensive reports.
- Prepare and administer a department budget.
- Supervise, train, and evaluate personnel.
- Appraise situations and people accurately and quickly and recommend an effective course of action.
- Represent the public image of the City of Belton both in the community and at professional meetings as requested.
- Deal with stress from all aspects of the job.
- Be punctual and regular in attendance.

LICENSES AND/OR CERTIFICATIONS

(All licenses and certifications noted below apply to all employees hired after 09/27/17)

- Must possess and maintain a valid Texas Class C driver's license.
- May be required to obtain additional certification or licensure specific to area of assignment after date of employment at the City's expense.

PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS

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- Work is performed in an office and outdoor environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling, or lifting such as when reviewing plans, specifications, and conducting inspections.
- May be subject to working extended hours and responding to emergencies on an on-call basis.
- May be subject to exposure to extreme weather conditions, loud noises, hazardous chemicals and fumes, infectious diseases, air, and water borne pathogens, and poisonous insects, spiders, and snakes.
- Must be able to work in stressful situations.

Employee

Date of receipt of the job description.

Supervisor

Date

