

# STREET MAINTENANCE SUPERVISOR

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Position Code: 2250

WC Code: 5506

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Public Services

Approval Date: 2018

## **General Statement of Duties**

Performs supervisory, technical and skilled work directing the work of a unit engaged in repair, replacement, installation and maintenance of streets, sidewalks, curb & gutter, storm drainage, right-of-way maintenance, traffic control systems and other public works activities within the Streets Section of Public Services.

## **Distinguishing Features of the Class**

An employee in this class participates in planning, organizing, and supervising the operations of the Streets Section in the maintenance, and repair of streets and storm drainage infrastructure. An employee in this class also supervises crews engaged in a variety of work associated with streets, storm drainage, and right-of-way maintenance, traffic control and other maintenance activities. Work includes participating in planning section work activities, inspecting equipment for problems; ordering supplies and materials; leading a crew in road maintenance, maintenance or construction of storm sewer system, grading dirt streets, maintenance of sidewalks, and maintenance of traffic control systems. Employee confers with, advises, and gives directions to personnel in assessing work and resolving internal personnel or work problems. The employee determines the proper details and methods to be used in carrying out prescribed assignments and tasks. Work also involves insuring that crew members take proper tools, equipment and supplies to the work site and responsibility for work crews and their safety. The employee advises the Public Works Manager on street projects and ongoing activities and handles citizen inquiries and complaints. The employee is subject to working in inside and outside environments including extreme hot and cold weather, day or night, and exposure to various hazards including loud noises, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee is subject to Level III OSHA Standards on bloodborne pathogens. The employee must exercise judgment and initiative in carrying out assignments. Work is performed under general supervision and is inspected for compliance and instructions, conformance to established standards, quality and productivity of work crews, and adherence to schedules and priorities.

## **Duties and Responsibilities**

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

Supervises and participates in the maintenance, repair and construction of streets, storm drainage, erection of street signs, maintenance of and right-of-way and other public grounds, maintenance and repair of curb and gutters and other general public works infrastructure; estimates amounts and orders materials and supplies for various jobs; recommends items for budget request; inspects streets and recommends priorities on resurfacing.

Inspects contracted work for the quality and adherence to plans and specifications.

Coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy; may respond to citizen requests and complaints.

Trains and instructs workers in the training, safety, and performance coaching of division employees; insures application of safety regulations.

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

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

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

Prepares time records; keeps records of material use and makes detailed reports.

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

Completes work orders; insures that crews take necessary materials to work sites.

Participates in snow or ice removal.

Prepares and maintains a variety of records of section work activities.

Uses a variety of computer programs to complete work.

Performs related duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of construction, repair, and maintenance of streets, sidewalks, storm drainage, and public grounds.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards related safety precautions.

Working knowledge of related engineering specifications, and related environmental laws.

Working knowledge of budgeting and purchasing procedures.

Working knowledge of common computer programs.

Working knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Working knowledge of surveying principles and practices.

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

Ability to read plans, maps, and drawings and to set grade and fall on projects.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate records.

Ability to use a variety of computer programs and office equipment.

### **Physical Requirements**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy constructions equipment, and to read and prepare records.

### **Minimum Education and Experience**

An Associate's Degree with course work in engineering technology, construction industry or related field and five to seven years of related supervisory experience; High School Diploma or GED and ten years of experience in supervision, street construction, maintenance, and repair, including heavy equipment operation; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid Class B Commercial North Carolina Driver's License