

STREET MAINTENANCE SUPERINTENDENT

DEFINITION

To plan, organize and direct the activities of the Street Maintenance section within the Public Works Department; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Engineering Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Engineering Manager.

Exercises direct supervision over assigned supervisory, maintenance, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for Street Maintenance section; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in street maintenance operations and activities, including paving, drainage, signs, pavement markings, and street sweeping.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Prioritize maintenance schedules for section; manage work order program; review, update, and track crew accomplishments.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the Street Maintenance section; monitor and control expenditure.

Participate in the selection of staff; coordinate staff training and safety meetings; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of equipment used in street maintenance activities.

Pertinent local, State, Federal rules, regulations and laws.

Operation and function of heavy equipment used in the construction industry.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles of purchasing and contracts.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct street maintenance operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk while studying or preparing reports; intermittently twist to reach equipment or materials; stand, walk, stoop, kneel, climb and bend while performing work in the field; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent federal, state, local and department policies and procedures.

Develop and implement maintenance plans and schedules.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

## Street Maintenance Superintendent

- 3 -

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of increasingly responsible experience in street maintenance operations, including two years of supervisory responsibility.

#### Training:

Equivalent to the completion of twelfth grade supplemented by specialized training in construction technology.

### License or Certificate

Possession of, or ability to obtain, a valid California drivers license.

Possession of a Qualified Applicators License.

Possession of an I.M.S.A. Traffic Control Certificate.

05-12-07

07-01-97

04-24-97

10-01-88

07-01-79 Streets Maintenance Superintendent

10-30-73 Street Maintenance Superintendent

03-03-71 Street Superintendent

-67

-65 Street & Sanitation Superintendent

-64 Superintendent of Streets/Sanitation