

ITEM H

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 19, 2016 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	JOE SOUCIE DIRECTOR OF PUBLIC WORKS

SYNOPSIS

The Public Works position description for Street Superintendent has been updated for review.

FISCAL IMPACT

The position is currently budgeted.

RECOMMENDATION

Approval

BACKGROUND

The job description update for the Street Superintendent position is being proposed. The Street Superintendent position is currently vacant. As noted in the Reorganization Plan, we will review and evaluate all open positions in order to make recommendations regarding possible updates. The main changes to the job description is who the Street Superintendent directly supervises and the requirement for Responsible Charge Certification.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Street Superintendent
POSITION REPORTS TO: Director of Public Works
POSITION SUPERVISES: Street Foreman & Shop Foreman

DESCRIPTION:

Under the direction of the Director of Public Works, plans, manages, coordinates and directs the maintenance, repair and construction of street projects, traffic control, street cleaning, right-of-way maintenance and snow removal operations; and provide technical staff assistance to the Director of Public Works and City Engineer.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Responsible for the supervision of street division foreman and proper planning and organization of daily activities.
2. Inspect streets, sidewalks, medians, drainage channels, traffic control devices and related facilities and equipment for needed maintenance and repairs.
3. Recommend the purchase of equipment and write equipment specifications.
4. Prepares the Street Maintenance budget in collaboration with Street Foreman and Shop Foreman. Manages and monitors budget including reviewing and approving expenditures.
5. Plans and coordinates snow removal plan, procedures and schedules.
6. Coordinates projects with other affected City departments and with federal and state agencies to assure compliance of operations with federal and state laws and regulations.
7. Performs personnel evaluations and assists in employee recruitment, training, and discipline.
8. Maintains computerized integrated pavement management system and sign inventory maintenance program.
9. Responsible for requisitioning necessary materials, tools and supplies, as well as, maintaining an inventory of such.
10. Maintain harmony among workers and resolve grievances. Develop, coach and mentor staff.
11. Oversees construction and maintenance work to determine acceptability and conformance to standards; performs periodic inspections of all work in progress.
12. Prepares reports and maintains records, including one (1) and six (6) year road program, bridge inspection report and lane mile report.
13. Utilizes critical thinking and exercises considerable discretion in the resolution of Street Maintenance problems and in developing standards and guides for diverse activities.
14. Assists in reviewing and developing departmental procedures and regulations, as well helping to establish departmental goals and priorities.
15. Approves payroll, including allocation of overtime hours worked.
16. Follows up on citizens questions or concerns in areas pertaining to the street division.
17. Represents the city at various functions and serves as a liaison with outside agencies and the general public.
18. Assists in the planning, coordination and management of special events.
19. Must be available for 24 hour contact or call-out.
20. Performs specific duties as assigned by Director of Public Works and other duties as directed or as the situation dictates.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed both indoors and outdoors year round, periodically during inclement weather, work sites may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to transport themselves to and from work sites and lift up to

75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Associates or Bachelor's degree preferred, in Construction Management, Construction, Civil Engineering, Public Administration or related field.
3. Must possess and maintain a valid driver's license.
4. Must be able to acquire a valid class "B" commercial driver's license within six months of hire.
5. Must possess or be able to acquire a Nebraska Street Superintendent license within one year of hire.
6. Must be able to acquire a State of Nebraska Provisional Responsible Charge Certification within 18 months of hire and be able to pass the full certification when training is available.
7. Five (5) years of public works or related construction experience.
8. Two (2) years supervisory experience.
9. The City may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
2. Knowledge of materials, methods, practices and equipment used in street maintenance and related activities.
3. Knowledge of practical elements in civil engineering as they relate to street maintenance and traffic control.
4. Ability to conduct studies, prepare comprehensive reports and determine cost effective ways for construction and maintaining streets and related systems.
5. Knowledge of principles in organization, administration, budget and personnel management.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to read and understand blue prints and schematics.
8. Basic computer skills, including knowledge of MS Office programs Outlook, Word and Excel; ability to learn other computer skills.
9. Ability to work independently without supervision.
10. Ability to analyze situations and adopt an effective course of action.
11. Knowledge and understanding of safety principles.
12. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
13. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date