

City of Cordova Position Job Description

STREETS SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS
SUPERVISOR: PUBLIC WORKS DIRECTOR
CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED

SUMMARY

Under the direction of the Public Works Director, the Street Superintendent ensures safety of city streets and equipment year-round, manages and oversees daily operations, supervises street, mechanic, temporary and seasonal staff and ensures the repair and maintenance of city equipment, street infrastructure, cemetery, and city shop building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Supervises all personnel within the Streets department. This includes hiring, directing and coaching staff for optimal team performance. Identify and coordinate training opportunities for staff to ensure ongoing professional development and adherence to industry best practices.
- Creates a positive team culture that reflects the Street's mission statement of ensuring safe city streets during all seasons. Holds employees accountable for work standards.
- Contribute to the strategic planning and policy development for the Public Works Street Department to support long-term goals and community needs.
- Responds to requests for service from residents, businesses, and contractors. Uses problem solving skills to resolve issues to customers' satisfaction. Handles escalated customer complaints in a professional manner.
- Coordinates and collaborates with all city departments in a customer-oriented manner for snow removal, mechanical work, city projects and other activities
- Responds to work order requests from all city departments/divisions and delegates tasks to appropriate personnel. Ensures communication with other departments on progress, status, and timing of work order completion.
- Ensure personnel policies, Collective Bargaining Agreement (union contact), rules, and regulations are adhered to within the Streets department.
- Create daily, weekly, monthly workplans. Develop and assign scheduling to staff to meet workplan expectations, while implementing large projects.
- Develop, implement, and regularly update Standard Operating Procedures (SOP) to ensure consistent and efficient operations.
- Responsible to develop, administer and track the annual Street's Department budget.
- Coordinates the purchasing of equipment and supplies in accordance with City procurement practices.
- Develops and implements safety training, safety plans and accident prevention.

- Ensures that all accident procedures are followed and completed such as worker’s compensation forms and post-accident testing.
- Oversees construction and maintenance work to ensure high quality work is being performed in an efficient manner.
- Participates in Emergency Management exercises and training.

MINIMUM QUALIFICATIONS

- A. Minimum Education – High School Diploma, or GED equivalent.
- B. Minimum 3 Years Supervisory experience required
- C. Minimum 5 Years Streets, Heavy Equipment, or Construction experience required.
- D. Possession of a valid driver’s license required with ability to obtain Alaska license within 90 days; CDL preferred.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

Knowledge of:

- Principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget preparation and administration.
- Operations, services, and activities of a comprehensive street maintenance and mechanic program.
- Equipment, materials, and procedures used in street repair, maintenance, and construction.
- Equipment, materials, and procedures used in Vehicle and equipment, maintenance.
- Snow removal and ice management for city streets.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of staff.
- Manage multiple tasks and projects simultaneously.
- Communicate and work with management in a productive manner.
- Oversee and direct the operations, services, and activities of the Street Department.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with the Public Works Director, other management, and support staff.

BENEFITS

- i Alaska Public Employee Retirement System (PERS)
- ii Group Health Insurance and Life Insurance
- iii Optional 457 Deferred Compensation
- iv Employee-Priced Recreation Facility Access
- v Annual/Sick Leave accrual and paid holidays

REQUIRED TECHNICAL SKILLS

- Knowledge of shop equipment, heavy equipment, vehicles, and tools.
- Knowledge of and ability to use computers; skilled in Microsoft Office including Outlook, Word, and Excel; knowledge of general office practices.

LEGAL REQUIREMENTS

The City of Cordova is a drug-free workplace. As a condition of employment, this position is subject to a pre-employment drug test and may be subject to a background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Work is performed in a variety of environments, including office setting, work sites, and driving. While performing the duties of this job, employee is exposed to dirt, noise, temperature extremes, storms and other weather extremes, dampness, fumes, vibrations, equipment movement hazards, traffic hazards, dangerous chemicals/solvents, electrical shock, significant work pace/pressure when performing daily tasks. The employee may be required to go into confined spaces or work in high places.

PHYSICAL DEMANDS OF POSITION

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed.
- Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use step-stools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 50 pounds.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____