

**City of Black Hawk
2016 Job Description**

JOB TITLE: Street Superintendent

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

EXEMPT: Yes

HIRING RANGE: \$84,850 - \$97,578 / Annual

SUMMARY

Supervise, assign, and schedule the work of Streets Department personnel involved in street maintenance, traffic signage and striping, storm drainage maintenance, vehicle maintenance, snow plowing and removal, park and open space maintenance, summer flower maintenance and trash removal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, assign, and coordinate street and storm drainage maintenance and repair work.
- Inspect repair work during its construction and upon completion.
- Arrange for and schedule appropriate equipment and materials necessary for maintenance projects.
- Identify street, drainage, and traffic control repair needs and recommend corrective action.
- Oversee street cleaning operations and coordinate routing, scheduling, and personnel.
- Oversee snow removal operations for roads and stairways, and coordinate routing, scheduling, and personnel.
- Purchase necessary, authorized materials and recommend major capital purchases.
- Respond to citizen inquiries and complaints regarding street conditions or services performed.
- Supervise, train, assign and evaluate subordinate personnel in the Street Department.
- Maintain daily records of equipment, personnel, and materials used for each maintenance project.
- Maintain inventories of all equipment, parts, and supplies.
- Approve time sheets and leave requests for subordinate personnel.
- Implement preventative maintenance programs for all equipment and vehicles.
- Coordinate special events, such as City cleanup day and New Year's Eve.
- Solicit bids and contracts and manage contracts.
- Maintain division's budget
- Responsible for daily division equipment upkeep and scheduled maintenance.
- Serves on-call as required. Responds to after hour emergency calls in accordance with department policies.
- May be required to work weekends, holidays and extended hours
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Direct Supervision of street department personnel. This is a working foreman position, expected to participate in all maintenance activities with other crew members.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Knowledge of the principles and practices of the organization and administration.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability to be a "team player", and to establish and maintain an effective and responsive working relationship with peers, and the community in general.

EDUCATION and/or EXPERIENCE

Bachelors degree in Business Administration, Management or related field preferred, but open to High School graduate or GED, supplemented by specialized training in street maintenance, storm drainage maintenance, vehicle maintenance.

Five years increasingly responsible experience in Public Works construction and maintenance work, including two years of supervisory experience.

License or Certificates:

- "Roads Scholar" status through CSU.
- Flagger certification through CDOT.
- Valid Colorado Driver's License and Class A CDL license with passenger endorsement and good driving record.
- Commercial herbicide applicators license preferred

Knowledge of:

- Materials, methods, equipment and tools used in street, storm drainage, and vehicle maintenance activities.
- The MUTCD and its use and application
- Traffic control, work zone safety, signing and striping
- Methods of estimating time, cost, and equipment necessary to perform assigned work.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- Purchasing procedures, forms, and techniques.
- Principles and practices of supervision, training, and performance evaluations.
- Operation of a variety of maintenance and construction equipment.
- Basic care and maintenance of all division equipment.
- Basic horticulture concepts and vegetation and tree care.
- Basic personal computer and email operations.

Ability To:

- Supervise, assign, and schedule work of street department personnel.
- Maintain accurate and up to date records, including inventory of equipment and tools.
- Read and interpret plans, diagrams, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.
- Identify areas needing improvements.
- Inspect work to determine compliance with specifications, requests, and safe and lawful practices.
- Train others in the operation of a variety of equipment in a safe and efficient manner.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Supervise, train, evaluate and schedule subordinate personnel.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work independently in the absence of supervision.

COMMUNICATION SKILLS

Ability to respond to common inquiries or complaints from city employees and officials, the general public and outside agencies. Ability to effectively present, both in verbal and written form, information to the Public Works Director, City employees, the public and outside agencies.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Work is predominately performed in a field environment and occasionally performed in an office environment with regularly exposure to heavy vehicle traffic conditions, chemicals, frequent street/traffic and equipment noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, work with constant interruptions, and risk of electrical shock and explosive gases. The incumbent is often exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in high and precarious places. This position requires strenuous physical work. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, and climb, stoop, squat, kneel, crouch, crawl, perform repetitive motion, and repeatedly twist the upper body. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.