

STREETS SUPERINTENDENT

Department: Streets and Drainage

Reports to:

Hiring Range: \$21.61 - \$25.16

FLSA Status: Non-Exempt

JOB SUMMARY

Manages, supervises and coordinates the day to day operations and maintenance of the City's street and sidewalk network & drainage systems assets that serve the City's residents and businesses. Works independently, under limited supervision, overseeing the maintenance and repair of the City's streets, sidewalk and drainage systems, in conformance with state and federal law, accomplishing projects, providing operational oversight and reporting major activities through written reports, periodic meetings, and project deliverables. Responsible for external outward communications, on behalf of the Streets and Drainage Division, responding to resident requests and resolution of complaints regarding the City's street sidewalks and drainage systems. Provides highly responsible and administrative support to the Public Works Director.

QUALIFICATIONS

Education and Experience:

High school diploma or GED supplemented by eight (8) years of progressively responsible experience in a lead capacity over sidewalk repair, streets maintenance and storm water drainage projects. Formal public works and supervisor training, including certificate and college degrees, highly desirable.

Special Qualifications:

Possession of a valid State of Texas Class C driver's license.

Possession of a valid Texas Department of Agriculture Noncommercial Political Subdivision Applicator License, Vegetation Management endorsement.

Knowledge, Skills and Abilities:

Essential duties and responsibilities may include, but are not limited to, the following:

- Thorough knowledge of regulations, policies and procedures that apply to streets and drainage operations.
- Knowledgeable of principles and practices of supervision and training.
- Knowledgeable of regulations of pertinent Federal, State and local laws, codes and regulations.
- Knowledgeable of City procedures and policies.
- Knowledgeable of safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Advanced interpersonal skills to handle sensitive and confidential situations and documentation.
- Ability to establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Ability to provide excellent public relations and customer service skills.
- Ability to convey a positive professional image by action, communication and appearance.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to deal with frequent change, delays or unexpected events.
- Ability to manage emergency situations and use good judgment in determining proper response.

- Ability to communicate effectively, present ideas and concepts with clarity, and prepare and make effective oral and written presentations.
- Ability to exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Ability to operate tools and equipment.
- Ability to develop and administer work plans, policies and procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate a computer and other office equipment.

ESSENTIAL JOB FUNCTIONS

- Serves as essential personnel and is required to remain available for immediate call-in due to natural or man-made disaster or any other event the Director of Public Works or City Manager deems necessary.
- Manages the day to day maintenance operations associated with the street network for the safe travel and mobility of residents and commerce within the City including the pavement management policy objectives such as asphalt paving operations, road sub-base and subgrade repair, concrete paving, mud jacking and concrete street panel repair and minor repairs such as patching, pothole repair and crack sealing.
- Utilizes and updates the City's pavement management data, providing street and sidewalk maintenance scenarios and selection of candidate streets for planned asset preservation and maintenance activities.
- Manages the day to day operations for maintenance and repair of the City's sidewalk network and pedestrian access to sidewalks such as cross walks, routes to schools and curb ramps, including compliance with Texas Accessibility Standards, and federal Americans with Disabilities Act, related regulations and guidance requirements.
- Manages the day to day operations for the construction, maintenance and repair of the City's open drainage ditch network, underground storm sewer system and network of detention ponds, including outfalls, inlets, in order to allow for safe, positive drainage and to prevent loss of life and property for City residents.
- Coordination with other entities regarding the street, sidewalk and drainage systems, including Texas Department of Transportation, Henderson County and homeowner's associations.
- Oversight and inspection of City contracts associated with roadway striping, crack sealing, sidewalk replacement and repair, and open ditch line cleaning.
- Ensures leadership, decision making, and relationships with supervisors and employees are handled per policy and regulation.
- Oversees recruiting hiring, development, coaching, performance appraisals and dismissal for the Streets and Drainage Division. Responsible for onboarding of new employees to establish City expectations for excellent customer service.
- Oversees and implements day to day usage of the Division Budget.
- Ensures that work orders, maintenance and improvement projects and directives are completed and tasks are completed in a timely and safe manner. Provides support for and coordinates maintenance activities as needed.
- Ensures positive relationships with internal and external customers are maintained.
- Develops and implements division policy and standard operational procedures.
- May be required to work on a twenty-four (24) hour stand-by on call basis.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENT

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually moderately noisy.