

STREET SUPERINTENDENT

Definition:

Under general direction plans, organizes and manages the activities of the Street Division; manages the maintenance and repair of streets, sidewalks, alleys, curbs, gutters; manages street cleaning and painting, traffic signing, drainage control, special districts and hazardous waste removal/disposal; manages the maintenance and repair of streets, alleys, sidewalks, parking lots, curbs, gutters, drainage channels and easements; develops division objectives; establishes and evaluates work standards and performance and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Plans, organizes, manages and evaluates the functions of the Street Division.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews division objectives, standards and procedures.

Initiates field inspections of work areas and inspects work areas as needed; investigates service requests, public complaints and accident/damage reports.

Develops and evaluates special programs such as sidewalk grinding, gutter milling and pavement overlaying.

Conducts safety and other meetings and represents the City and/or the department/division at staff, public and professional meetings and conferences.

Prepares and makes oral and written presentations.

Coordinates work projects with other divisions and departments.

Reviews and modifies work standards and procedures in accordance with performance.

Reviews and analyzes a variety of records, contracts, reports and other data.

Prepares, monitors and manages the Street Division budget and recommends and evaluates capital, personnel and operating budget outlays.

Prepares bid specifications and cost estimates; approves requisitions for materials, supplies and equipment.

Plans and oversees contract work as assigned.

Prepares and analyzes division activity, performance, safety and other reports.

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

Class Characteristics:

Street Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

Contacts and Relationships:

The Street Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with vendors, contractors, other City staff, the City Manager, City Council members, user groups, interest groups, the public and their representatives.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class including the following:

Knowledge of:

Effective supervisory and management techniques.

Principles, practices, methods, materials and equipment used in the construction, maintenance and repair of streets, street painting, traffic signing, drainage control and street sweeping.

Techniques of research and analysis and methods of making effective oral and written presentations.

Customer service and conflict resolution techniques.

Surveying techniques and public works inspection practices.

Applicable laws and regulations related to street issues and legal issues related to areas of responsibility including hazardous waste, air quality and water issues.

Safety regulations, practices and procedures.

Budgeting methods and procedures.

Contract administration related to area assigned.

Computer applications related to area assigned.

AND

Ability to:

Plan, organize, manage and evaluate Street Division operations.

Interpret and apply applicable laws and City and division/department rules and regulations.

Select, train, supervise and evaluate division employees.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials and equipment utilization, capital outlays and safety practices.

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

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Business Administration, Public Administration, Operations Management, Construction Management or a related field from an accredited college or university.

AND

Experience:

Six years of progressively responsible experience in the construction, maintenance and repair of streets or closely related activity to include four years of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

Completion of "Hazwoper" First Responder Training and "Hazwoper" Supervisor/Manager training as provided by a State of California authorized training source within the first twelve months of employment.

The City of Fullerton's Conflict of Interest Code requires that the Street Superintendent file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field the incumbent may walk and stand on slippery/uneven slopes and surfaces, climb ladders and may be exposed extreme noise, exhaust fumes, mechanical hazards, vehicular traffic, dust, solvents, oils, herbicides, pesticides and other hazardous chemicals. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

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