



STREETS SUPERINTENDENT POSITION DESCRIPTION

GENERAL PURPOSE

Responsible for Public Works Department procedures, routine and preventative maintenance, and other related operational duties with an emphasis on the organization, coordination, and management of all aspects for general upkeep of the street system within the city, including signals, lights, storm sewers, and public parking areas.

SUPERVISION RECEIVED

Works under the general direction and supervision of the Public Work's Director.

SUPERVISION EXERCISED

Employee supervises all employees in the operation and maintenance of the street department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises the operations in the streets department to achieve goals with available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and input in the direction and development of short and long-range plans for the department; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are managed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Insures proper and adequate services for streets, storm sewers, signals, lights, and public parking areas are being maintained.

- Maintains inventory of items needed for repairs and maintenance of streets, parking lots, signage, storm sewer, signals, and lighting.
- Maintains a positive work environment among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Responds to public inquiries about infrastructure related to the department that are made by telephone, correspondence, or during meetings.
- Ensures that adequate maintenance and routine maintenance programs are in place.
- Assures all equipment and vehicles are being maintained and serviced as required.
- Develops and reviews studies and standardizes procedures to improve efficiency and effectiveness of operations of the department.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to City policies and procedures.
- Maintains an accurate and dependable storm sewer system.
- Maintains an accurate mapping for all streets.
- Assures all state and federal requirements are satisfied.
- Oversees work on job sites and assists when necessary.
- Plans, performs, and directs snow removal per the policies and procedures of the City of Deadwood.
- Enforces all safety rules and regulations associated with the department.
- Cooperates with other city departments and assists when needed.
- Manage and participate in department's "on-call" rotation as required.
- Ability to communicate effectively.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Employee must possess a high school diploma or GED equivalent.

- A minimum of three (3) years' experience in the operation and maintenance of a streets system or any equivalent combination of education and experience.
- Must have supervisory experience.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

- Experience and knowledge of carpentry, electrical, concrete and asphalt placement skills.
- Must be able to operate backhoe, air compressor, front-end loader, and other related equipment.
- Ability to read and understand both utility and building construction plans.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, and the public.
- Must be able to manage the city's infrastructure which includes signals, lights, storm sewers, and public parking areas, mapping, etc.

SPECIAL REQUIREMENTS

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- Employee must possess a valid South Dakota commercial driver's license (Class B) or be able to obtain one within one year of hire.
- No felony conviction or disqualifying criminal histories.

TOOLS AND EQUIPMENT USED

Personal computer, including software associated with streets department operations and maintenance, copy machine, phone, mobile or portable radio.

Heavy equipment and machinery (Motor grader, front-end loader, snowplow, dump truck), hand and power tools, specialty maintenance equipment, welder, utility line locator, and snow removal equipment.

PHYSICAL DEMANDS

The physical demands attached hereto are respectively those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to walk on different types of terrain and in all types of weather. Must be able to stand for long periods of time in inclement weather. The employee is frequently required to use hands to handle or operate tools, or controls, reach with hands and

arms, climb or balance, stoop, kneel or crouch or crawl in all types of conditions.

The employee must be able to sit, stand, and walk for a period of time. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: open spaces or small spaces for repairs

Temperatures: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently lift or move up to 75 pounds

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes, or certain airborne particles. The employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.

The job description does not constitute an employee agreement between employer and employee and is subject to change by the employee as the needs of the employer and requirements of the job change.