



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Street Superintendent ~vacant

Department: Streets

Reports to: Public Works Director

Pay Grade: H16

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Street Superintendent directs the operations of the City Street Department, including the construction, maintenance and repair of City streets, right-of-ways, bridges, culverts, traffic signs and signals, pavement marking, pavement management, Title 2 ADA upgrades, vegetation control, flood control, levee system and storm drain system. The job is also responsible for traffic engineering functions, and the traffic management system.

The job supervises department staff through subordinate supervisors. The job reports to the Public Works Director.

The job requires knowledge of the methods and objectives of the maintenance, repair, and construction of streets, storm drain, and levee systems. The job requires comprehensive knowledge of methods and objectives of vehicle and equipment maintenance and repair. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a public building environment and outdoors that may include exposure to working in adverse weather conditions and hazards involving the use of heavy equipment and traffic. The noise level in the work environment is usually moderate.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs the operations of the City Street Department, including the construction, maintenance, and repair of City streets, including but not limited to, paving, sealing, sweeping, and snow and ice removal.

Directs the construction, maintenance, and repair of City right-of-ways, bridges, culverts, traffic signs and signals, pavement markings, vegetation control, and storm drain system.

Directs the maintenance and operation of the City flood control and levee system, maintaining compliance with federal, state, and other applicable mandates and requirements, with direct reporting requirements to Federal Emergency Management Association and United States Army Corps of Engineers.

Directs the acquisition, maintenance, and repair of Department vehicles and equipment.

Directs the operations of the City traffic management center and fiber optic network. Directs traffic engineering functions.

Directs the operation of the Department data processing and technology functions.

Directs the short- and long-term planning for Department operations. Manages the Department's budget including creating, revising, and implementing an annual budget.

Hires, supervises, trains, schedules, evaluates, and disciplines employees, including terminations. Supervises work of non-departmental consultants, vendors, and contractors.

Acts as consultant and liaison to other City departments, staff, officials, and committees as well as community agencies and groups.

Reviews and makes recommendations on capital improvement projects and their impacts on street operations. Researches, writes, opens, reviews, and recommends awarding public works bids.

Manages the City fuel station, including purchasing fuels. Maintains work orders, maintenance, and inspection logs and records. Prepares periodic reports, as requested. Assists crews on-site, operating equipment as needed.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives for the direction of the City Street Department;
- Methods, techniques, and objectives for the maintenance, repair, and construction of streets, including but not limited to, paving, sealing, sweeping, snow and ice removal;
- Methods, techniques, and objectives for the maintenance, repair, and operation of the storm drain and levee systems;
- Methods, techniques, and objectives of vehicle and equipment acquisition, maintenance, and repair;
- Methods, techniques, and objectives of traffic engineering and control;
- Operation of gasoline and diesel powered equipment, including but not limited to, specialized paving and maintenance equipment;
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Preparation and maintenance of documents, records, and logs;
- Methods, techniques, and objectives of long- and short-term planning and implementation;
- Operation of a personal computer and job-related software applications.
- State, local, and other applicable building, safety, and health codes and regulations;
- Pavement Management software;
- Federal regulations and City policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Skill and Ability to:

- Direct the operations of the City Street Department;
- Direct the maintenance, repair, and construction operations of the City Street Department;
- Supervise the operation, maintenance, and repair of vehicles and equipment, including specialized paving and maintenance equipment, and including light, medium, and heavy equipment;
- Direct the maintenance, repair, and construction of bridges, culverts, and storm drain systems;
- Maintain the City flood control and levee system in compliance with federal, state, and other applicable codes and requirements;
- Direct the operations of the traffic engineering, traffic management, and fiber optic network;
- Hire, train, supervise, and evaluate the work of employees;

- Operate hand tools;
- Operate a motor vehicle, including a semi-truck and trailer and other heavy equipment;
- Operate a personal computer, including programs and applications specific to the duties;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance and operational records, logs, and documentation;
- Create and implement an annual budget, including monitoring spending for compliance;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Bachelor’s degree in civil engineering or a related field is preferred;
- Class A CDL;
- Five (5) years experience in a related field preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; keyboard; and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.