



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Street Maintenance Supervisor

Department: Streets

Reports to: Deputy Public Works Director

Pay Grade: H14

Date Established: 3/2014

Date Revised: 2/2019

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Street Maintenance Supervisor supervises maintenance, repair, and construction operations of the City Street Department, including paving, sealing, sweeping, snow and ice removal, storm drains and levee systems. The position is responsible for all aspects of safety, including training, implementation and compliance with safety standards.

The position supervises the Equipment Operator positions.

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 an office, shop, and outdoor environment where the noise level in the work environment is usually moderate. The employee works in varied weather conditions and is occasionally exposed noisy and/or loud equipment, moving vehicles and heavy equipment which subjects the employee to traffic hazards.

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)*

Supervises the maintenance, repair, and construction operations of the City Street Department, including but not limited to, paving, sealing, sweeping, snow and ice removal, and storm drain and levee systems. Assists crews on-site, operating equipment as needed.

Determines priorities, makes daily work assignments, allocates resources and assets, and assigns and supervises crews in their performance and completion.

Participates in short- and long-term planning for Department operations, including assisting in establishing and implementing budgets.

Supervises, trains, schedules, assigns duties, evaluates, and disciplines fulltime employees. Hires, supervises, trains, schedules, assigns duties, and disciplines part-time/seasonal employees.

Supervises building and facility, equipment, and vehicle maintenance and repair.

Maintains safe work environment, supervising training in and implementation of safety protocols and procedures.

Responds to comments and requests from the public, investigates and resolves complaints, and assists City Legal Department and Risk Management Team to handle claims against the City.

Coordinates projects with other City departments and private contractors.

Determines priorities, assigns maintenance and repair tasks, and maintains work orders, maintenance, and inspection logs and records. Prepares periodic reports, as requested.

Maintains vehicle and equipment documentation, including but not limited to, licensing, registration, insurance, and special permits.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

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 of the maintenance, repair, and construction of streets, including but not limited to, paving, sealing, sweeping, snow and ice removal, and storm drain and levee systems;
- Methods, techniques, and objectives of vehicle and equipment maintenance and repair;
- Operation of gasoline and diesel powered equipment, including but not limited to, specialized paving and maintenance equipment;
- Operation of hand tools and power tools;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Budgeting processes and implementation;
- Preparation and maintenance of documents, records, and logs;
- Operation of a personal computer and job-related software applications;
- State, local, and other applicable building, safety, and health codes and regulations;
- 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;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Supervise 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;
- Assign, supervise, and evaluate the work of maintenance and repair employees;
- Operate a motor vehicle, including a semi-truck and trailer;
- Operate a personal computer, including programs and applications specific to the duties;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance records, logs, and documentation;
- Implement an annual budget and monitor 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;
- Work with the Army Corps of Engineers and Department of Environmental Quality (DEQ) on joint tasks and projects.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED;
- Class A CDL with tanker endorsement*;
- Five (5) to ten (10) years’ experience in street operations, storm water or levees including three(3) to five (5) years of supervisory experience;
- Flagging certification;
- CPR and First Aid certification.

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.

***Hiring Note:**

The Street Maintenance Supervisor position requires a Class A CDL with endorsements within six (6) months of hire date. Failure to acquire this license by the established date will violate the terms of the position and will result in layoff from the position.