

STREET MAINTENANCE SUPERVISOR - 2251

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and intermediate administrative work supervising the construction, maintenance and repair of streets, storm drains, sidewalks and related facilities; does related work as required. Work is performed under regular supervision. Supervision is exercised over all division personnel.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, kneeling, crouching, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing construction, maintenance and repair projects involving streets, storm drains and sidewalks; scheduling and inspecting work; scheduling and coordinating projects; maintaining records and files; preparing reports.

Coordinates and schedules street maintenance activities;

Establishes priorities and determines needs; orders necessary materials and supplies;

Reviews work orders, plans, drawings and related data and evaluates requirements of projects; assigns tasks to personnel;

Plans and schedules daily work assignments; inspects work of crews; ensures safety procedures are followed;

Prepares reports on division activities and projects; maintains records and files on all projects;

Inspects work of crews; oversees contracted services and newly developed infrastructure dedicated to the city;

Develops equipment specifications and orders equipment;

Contact contractors for cost estimates, service commitments and bids and inspects contractor's work;

Attends pre-construction meetings for new land development projects;

Contacts utility services for location of underground utilities;

Makes visual inspections of streets and drainage system and initiates work orders;

Requisitions, interviews and recommends personnel to fill vacancies;

Prepares budget request for division; estimates project costs;

Develops and implements winter weather plan;

Provides a variety of special services to other departments when requested;

Responds to citizen inquiries and complaints;

Responds to emergencies when required; subject to call-back;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of street and storm drain repair and maintenance practices and techniques; thorough knowledge of the occupational hazards and necessary safety precautions of the work; ability to plan, assign and supervise the work of others; ability to prepare reports using MS Word and MS Excel; dependability; skill in the operation of construction equipment; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in street or storm drain maintenance or construction work including some supervisory experience.

SPECIAL REQUIREMENTS:

Possession of Class B CDL driver's license valid in the State of North Carolina.