

STREET MAINTENANCE SUPERINTENDENT

DEFINITION

Under direction, coordinates, assigns, and directs the work of personnel engaged in street maintenance.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Streets' Public Works Manager. Exercises supervision over construction and maintenance personnel.

DISTINGUISHING CHARACTERISTICS

Street Maintenance Superintendent is the highest supervisory class in the Street Maintenance Supervisor series and is responsible for directing the field activities of the Street Maintenance Division. The incumbent assists in the day-to-day administration of the Street Maintenance Division. This class is distinguished from Street Maintenance Supervisor in that incumbents of the latter are field supervisors responsible for supervising one of the various sections of the Division. It is distinguished from Public Works Manager in that the incumbent of the latter has overall responsibility for directing the activities and programs of the entire Street Maintenance Division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Plans, schedules and maintains records for street projects and monitors street projects.

Supervises and coordinates the work of the division in construction, maintenance, street repair, sidewalks, alleys, curbs, gutters, storm drains, electrical work, and urban forest.

Inspects and insures compliance with various contracts in the division.

Assigns, supervises, monitors, inspects, and evaluates the work of subordinate employees in the maintenance of publicly owned rights of way, streets, and alleys.

Maintains records of projects, records time, location, and type of work performed by subordinates.

Assists in the development and implementation of divisional safety and training programs.

Prepares job cost estimates.

Receives, investigates, and processes complaints from the public.

Directs the division in the absence of the Public Works Manager.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, tools, equipment, methods, and practices used in the construction, maintenance, and repair of streets and related infrastructure.

Safety procedures and the pertinent regulations of the California Department of Occupational Safety and Health.

Applicable State, Federal, and Local Regulations.

Ability to:

Plan, layout, coordinate, inspect, and schedule the work of street maintenance employees.

Train, develop, and instruct employees in operational methods.

Read and interpret engineering plans and specifications.

Maintain effective working relationships with employees and the public.

MINIMUM QUALIFICATIONS

Experience:

Two years of supervisory experience in street maintenance operations, or field construction operations.

Education:

Twelve units of accredited college or university coursework in engineering, construction, public or business administration.

Substitution:

An additional year of qualifying experience may be substituted for the required education.

Special Requirements:

Possession at time of appointment and continued maintenance of a valid Class C California Driver's License during the entire term of employment as a Street Maintenance Superintendent.

APPROVED *(Signature on File)* _____
Director of Personnel Services

DATE: 01/17/2007

JC:rkd:01/12/2007