

STREET MAINTENANCE SUPERVISOR

PURPOSE: To assist the Street and Park Maintenance Manager in organizing and directing street maintenance activities.

FUNCTIONS:

1. Assist the Street and Park Maintenance Manager in planning, directing, and evaluating maintenance operations for an assigned area of the City.
 - * A. Direct and supervise the maintenance of streets, alleys, and other areas as assigned.
 - * B. Direct and supervise the grading, reshaping, patching, resurfacing, and ditching of streets and alleys.
 - * C. Direct and supervise snow and ice removal and street cleaning in assigned areas.
 - * D. Authorize expenditures for supplies and materials.
 - * E. Investigate and respond to complaints from the public.
 - * F. Prepare and present reports as assigned.
 - * G. Investigate accidents and submit reports.
 - * H. Perform the duties of Street and Park Manager in that person's absence and as assigned.

2. Organize and direct employees in completing assigned maintenance.
 - * A. Priorities, schedule, and assign work to personnel.
 - * B. Effectively recommend the hiring, transfer, suspension, or discharge of subordinate personnel.
 - * C. Establish work standards and conduct employee evaluations.
 - * D. Perform spot checks at work sites to ensure compliance with proper methods, guidelines, and procedures.
 - * E. Train personnel in correct and safe operating procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibility to others as needed.
 - * H. Disseminate instructions and information to employees.

JOB REQUIREMENTS

1. Education and Experience
 - ▶ A. A verifiable combination of education and experience which demonstrates a proficiency in the knowledge, skills, and abilities listed below, plus two year's experience in the operation of heavy trucks and equipment.
 - ▶ B. Verifiable, satisfactory work experience in a position of similar complexity and level of responsibility.

2. License Requirements
 - ▶ A. Possession of a Minnesota Commercial Driver's License (Class "A") or equivalent by date of employment.

- ▶ B. Ability to acquire and maintain a Minnesota Second Class "B" Engineer's License within one year of the date of appointment.

3. Knowledge and Skill Requirements

- ▶ A. Knowledge of effective supervisory practices and the skill to use them effectively.
- ▶ B. Knowledge of labor relations.
- ▶ C. Knowledge of the relevant labor agreements.
- ▶ D. Knowledge of all applicable safety and operational laws and regulations.
- ▶ E. Some knowledge of budgeting.
- ▶ F. Skill in supervising personnel.
- ▶ G. Skill in the use of equipment, materials, procedures, and practices used in the maintenance of streets, alleys, sidewalks, and other areas as assigned.
- ▶ H. Skill in the grading, reshaping, patching, resurfacing, and ditching of streets and alleys.
- ▶ I. Skill in snow and ice removal and street cleaning in assigned areas.

4. Ability Requirements

- ▶ A. Ability to establish and maintain effective working relationships with subordinates, supervisors, and customers.
- ▶ B. Ability to meet the public and to handle their complaints or requests in a cooperative manner.
- ▶ C. Ability to set performance standards and goals.
- ▶ D. Ability to direct and supervise work, delegate work assignments, and motivate subordinates.
- ▶ E. Ability to read and interpret manuals, catalogs, shop drawings, and labor agreements related to the classification.
- ▶ F. Ability to use hand and power tools and machines.
- ▶ G. Ability to operate all applicable motor vehicles in a safe, courteous manner, and for long periods in all kinds of weather as required.
- ▶ H. Ability to exercise tact and good judgement, and to accept personal responsibility for one's decisions and actions.
- ▶ I. Ability to communicate and follow directions in oral and written form.
- ▶ J. Ability to climb, balance, stoop, lift, push, pull, and carry.
- ▶ K. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry objects weighing up to 25 pounds.

* Essential functions of the classification.

- ▶ Minimum requirements necessary on the first day of employment.

Anlst:	Date:
Union: Supv	Pay: 1080
CSB: 19950905	Class: 1517
CC: 19980928	Res: 98-0878R

