

STREET SUPERINTENDENT

General Statement of Duties

Performs supervisory and administrative work to oversee the construction, repair, replacement and installation of streets, storm drainage, and grounds maintenance.

Distinguishing Features of the Class

An employee in this class has primary responsibilities for planning, organizing and supervising crews engaged in a variety of work associated with streets, storm drainage, grounds maintenance and other construction and maintenance activities. Initiative and independent judgment are required in planning projects based on service needs, maintenance, and emergency needs. Work is performed under the general supervision of the Public Services Director and is checked for compliance with instructions, conformance to established standards, productivity of the unit, and general community acceptance.

Illustrative Examples of Work

Plans, organizes and supervises the maintenance, repair and construction of streets, storm drainage, erection of street signs, construction of small buildings, and other general public services maintenance; prioritizes projects and coordinates the use of available equipment, materials and staff to obtain maximum effectiveness and economy.

Plans, assigns, directs, and inspects the work of division employees including specialty concrete, asphalt, and storm water crews; establishes daily job assignments; visits all job sites; inspects right of ways for low hanging limbs, and road, asphalt and storm drain failure/maintenance.

Assists with the planning, monitoring and inspecting of contracted construction projects.

Prepares and monitors operating budget; prepares bid specifications and bid analysis for the purchase of heavy, medium and light equipment; estimates the cost of time, materials and equipment for projects; coordinates projects with in-house and contracted engineers.

Maintains needed records and reports; tracks Powell bill expenditures.

Researches, establishes and enforces safety procedures and practices; ensures compliance; purchases safety equipment.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires thorough knowledge of the principles and practices of construction, repairs, and/or maintenance of assigned responsibilities.

Work requires thorough knowledge of equipment and materials used in construction and repair of assigned responsibilities.

Work requires thorough knowledge of the occupational hazards and safety precautions surrounding street construction and storm drainage work.

Work requires thorough knowledge of related engineering specifications and environmental laws.

Work requires general knowledge of management, supervisory and budgeting principles and methods.

Work requires general knowledge of surveying principles and practices.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to read maps and drawings.

Employee must have the ability to maintain and prepare accurate plans and reports.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Employee must have the ability to maintain effective working relationships with supervisors, peers, subordinates and citizens.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, Fleet fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, read extensively, and make visual inspections of small defects or parts.

The worker is subject to both inside and outside environmental conditions, noise, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

Desirable Education and Experience

Bachelor's degree in construction management or civil engineering and considerable supervisory experience in street maintenance or construction work.

Special Requirements

North Carolina Class B commercial driver's license with clearance and without restriction in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to immediately perform FMCSA Safety Sensitive duties as a DOT regulated Driver under 49 CFR parts 382 & 391.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2021