

**CITY OF SALINA**

**POSITION DESCRIPTION**

CLASS TITLE: Street Superintendent GR: S FLSA: EX DATE: 02/05/2010

DEPARTMENT: Public Works DIVISION: GS, Street & Traffic

REPORTS TO: Operations Manager APPROVED: \_\_\_\_\_ JOB CODE: 4096

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**GENERAL DESCRIPTION:**

Under general direction, directs, supervises the performance of maintenance, repair and construction of roads, street, curbs, sidewalks, storm sewers and drainage structures, traffic signals and related traffic structures and controls, traffic pavement markings, and traffic and/or street construction signs, provides budget recommendation, tracks purchasing and work accomplishments, maintains records and compiles reports, handles citizen complaints, and other related duties. Work varies, requiring interpretive judgement within prescribed standards and procedures.

**TYPICAL DUTIES:**

Plans, organizes and directs a program of street maintenance, supervising the grading of roads and streets, street sweeping and flushing, asphalt patching and overlays, chip sealing, filling cracks, curb and gutter replacement and installation; supervises the maintenance of storm sewers, drainage structures, bridges, alleys and other public driving accesses; oversees right-of-way mowing contract and in-house street mowing crews; installs and maintains street markers and road construction signs; reviews purchase and expenditure requisitions; purchases materials as required; inspects and supervises the construction and maintenance of curbs and driveways, excavations and backfills of public utility work involving the cutting, backfill and patching of pavement; plans and supervises the snow removal and street cleaning programs; investigates road condition complaints and responds to other complaints; oversees technical traffic control staff in planning and organizing maintenance and repair activities which include traffic signals, school crossing lights, pavement markings, and the construction and/or placement of street signs; directs flood control operations during flooding, plans and directs facility maintenance; may sketch construction drawings; prepares budget estimates, maintains equipment and supply usage records, and other reports and correspondence; responds to emergency calls at any time; interviews applicants; trains, evaluates and manages employees; and performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

Serves as a section head of a major department.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school supplemental trade school or college level courses helpful plus over five years of progressively responsible street maintenance and construction experience, or a related field, including three years in a supervisor capacity; college level course work or vocational training in engineering or related field is desirable; possession of a valid Kansas CDL Class B driver's license with air brakes and tanker endorsements and a Kansas Pesticide certificate.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Effectively plan, organize and direct the City's street maintenance programs. (Daily)  
Conduct effective storm procedures, including snow and ice removal. (Daily)  
Efficiently plan, organize and direct the City's traffic control maintenance and repair programs. (Daily)  
Efficiently and effectively handle complaints received. (Daily)  
Effectively assign and supervise personnel. (Daily)  
Prepare accurate budget recommendations and maintain expenditures within budget. (Daily)  
Establish and enforce safety practices. (Daily)  
Organize files and maintain accurate records. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 pounds of force constantly to more objects.  
**Climbing/Balancing:** Climbs inclines, uneven surfaces, balance required.  
**Walking:** Occasional walking required  
**Stooping/Bending:** Occasional stooping, bending and twisting required.  
**Stand/Sit:** Sit about 50/50 percent of the time  
**Reaching:** Frequent reaching, overhead as well as horizontal  
**Vision:** Adequate to perform essential job functions  
**Color Vision:** Adequate to perform essential job functions  
**Hearing:** Occasional perceive nature of sounds by ear  
**Speech:** Frequently express ideas by means of spoken words  
**Eye/Hand/Foot Coordination:** Minimal, occasionally walks, operates equipment and levers  
**Manual Dexterity:** Minimal, occasionally uses mechanic's hand tools  
**Infectious Diseases:** No exposure

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside and outside  
**Cold/Heat:** Extreme heat, cold and dampness  
**Wet/Dry:** Adverse conditions possible  
**Noise/Vibrations:** Exposed to heavy construction noise  
**Hazards:** Exposed to traffic safety and construction areas  
**Fumes/Dust/Odors:** Minimal exposure to dust, odors and fumes  
**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.  
Ability to understand and apply mathematical concepts accurately.  
Ability to listen to and apply information and instructions and ability to maintain accurate records.  
Ability to organize information for concise written and oral presentation.  
Ability to operate computer hardware and software including graphics and engineering software.  
Ability to work under stressful situations on occasion.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computers, drafting tools, pencils, pickups, dump trucks, motor grader, front loaders, tractor mowers, rollers, asphalt machine, mudjack, sweeper, tamps, vibrators, concrete tools, telephone, mobile phone and radio.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.