

NATURE OF WORK

This is supervisory and administrative work in directing the operation and maintenance of the municipal streets.

Work involves responsibility for supervisory and administrative tasks associated with departmental operations. Incumbent is primarily responsible for assuring that a large force of workers engaged in street cleaning operations and repairs follows established work policies and procedures and meets operating schedules. Considerable public contact is also involved, often under trying circumstances, in resolving problems arising from the department's operations. Work is carried out under general direction of the City Manager and is reviewed principally through observation and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

Organizes and supervises the work field personnel; oversees daily muster of departmental work crews; reassigns personnel as necessary to meet work schedules.

Participates in the evaluation and adjustment schedules; makes spot checks of field crews to evaluate work methods and procedures. Maintains all city streets.

Investigates and responds to inquiries, requests, and complaints relative to department operations.

Prepares specifications for and recommends purchase of new equipment.

Assists in completing personnel forms for new employees; maintains departmental time and work records; assists in preparation of annual budget.

Directs department training.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials, and equipment utilized street maintenance and repair.

Extensive knowledge of use of asphalt pavers, and other related equipment. Extensive knowledge of resurfacing or overlaying city streets.

STREET AND SANITATION SUPERINTENDENT

4010

Ability to organize and supervise the work of a large staff of field personnel.

Ability to prepare and maintain moderately complex work records and reports.

Ability to maintain effective working relations as necessitated by work assignments.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent or vocational school, and preferably supplemented by one year of college course work. Work experience may be substituted for education.

Considerable experience in street and road upkeep.

Considerable supervisory experience.