

**CITY OF MACON
JOB DESCRIPTION**

SUPERINTENDENT STREET DEPARTMENT

DEPARTMENT: STREET REPORTS TO: CITY ADMINISTRATOR SALARY RANGE: \$41,058 - \$54,046 APPLICATION AND RESUME DUE: FEBRUARY 04, 2019 at 5:00PM

SUMMARY

Plans and coordinates activities of workers engaged in constructing, repairing and maintaining roads, streets, bridges and drainage systems within the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include but are not limited to the following:

- Prepares and maintains department records (records of bids and expenditures; dates of work completed and type of work performed by street; records of signage; safety and inspection records, maintenance records, etc.)
- Inspects department equipment and vehicles.
- Plans long- and short-term projects by reviewing cost data and estimating manpower, material, and equipment needs; determines projects to be completed in-house and contracted out.
- Assigns, on a daily basis, work to be performed by Street Department employees; reassigns work due to changes in weather and changing priorities.
- Inspects work in progress being performed by department employees and contractors; inspects all job sites upon project completion.
- Inspects work being performed by other organizations that affects, or may affect, the City's right-of-ways.
- Meets with citizens and responds to citizens' questions and complaints.
- Signs and enforces City permits, such as driveway permits and permits to dig.
- Orders department materials and supplies (e.g. rock, asphalt, oil, office supplies, etc.)
- Prepares bid specifications for material, equipment, and contract work.
- Prepares and monitors department budget; approves department expenditures.
- Coordinates Employee Safety Program for department.
- Confers with other department supervisors.

SUPERVISORY RESPONSIBILITIES

Manages Assistant Superintendent and laborers in the Street Department. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Five or more years supervisory experience in a street department, highway or road construction organization, or similar experience; or equivalent combination of education and experience.

Certification/Licensure

Commercial Driver's License

Knowledge of:

- Road construction principles and procedures.
- Road construction equipment and materials.
- Surveying techniques.
- Municipal codes and ordinances related to right-of-ways.

Skilled in:

- Interpreting maps and blueprints.
- Operating computers and general office equipment.
- Operating heavy equipment.
- Using hand and power tools and welding equipment.
- Using transits and other surveying and measuring equipment.
- Orally communicating routine information, technical information, and ideas to coworkers, supervisors, and other personnel.
- Communicating routine information, technical information, and ideas in written form.
- Supervising and directing the work of others.

Ability to:

- Read and comprehend basic work instructions written in standard business English.
- Read and comprehend technical manuals and other technical material.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; calculate budget figures, quantities of rock, concrete, and asphalt; compute rate, ratio, and percent.
- Gather relevant information to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving ability).
- Organize and plan daily work activities and short- and long-term projects.
- Be thorough and accurate in inspecting work sites and other organizations' construction that affects the City's right-of-ways (attention to detail).
- Judge depth and distance (depth perception).
- See things clearly that are within arm's reach (near visual acuity).
- See things clearly that are beyond arm's reach (far visual acuity).
- Hear.
- Coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination).
- Manipulate objects using the fingers and hands (finger dexterity and manual dexterity).
- Lift and carry objects weighing up to 50 lbs.
- Push, pull, or move objects weighing up to 50 lbs.
- Stoop, bend, twist, or kneel.
- Walk and climb.

WORK ENVIRONMENT

The characteristics listed here describe the work environment the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Works in an office/shop environment, but occasionally works out-of-doors subject to all weather conditions.
- Is occasionally exposed to air contamination of dust, fumes, and exhaust.
- Is occasionally exposed to a dirty environment.
- Works in and around moving equipment.
- Occasionally works in awkward or confining areas.
- Is occasionally exposed to vibration.
- Is exposed to a moderately noisy to loud environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I, the undersigned, have read and comprehend the requirements of holding a position as Street Superintendent for the City of Macon and, if hired, agree to carry out the duties and responsibilities of the position.

Signed: _____

Date: _____

Please return this signature page to the office of the City Clerk along with your application.

The City of Macon is an Equal Opportunity Employer and promotes a drug-free environment.