

**City of San Rafael
Job Class Specification**

Job Title: Street Maintenance Superintendent

SUMMARY

Under administrative direction, plans, organizes, directs and reviews the programs and maintenance activities of the Street Division including streets, curbs, sidewalks, storm drains, and pumping stations.

Classification Characteristics:

This is a single position class managing the operations of assigned programs through subordinate supervisors. Responsibilities include managing the repair and maintenance of City roads and storm drainage. This position is distinguished from the Street Maintenance Supervisor who provides day-to-day supervision at job sites and participates in the work of maintenance crews. Established policies and procedures guide this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Directs street patching, striping, and sweeping; street sign maintenance and installation; sidewalk and other concrete work; and storm drain and pump repair and maintenance.
- Develops work schedules and priorities under direction of the Deputy Director;
- Determines crew complements and develops assignments with participation of the assistants.
- Plans, lays out, estimates and arranges for material, equipment and personnel requirements, and explains jobs to assistants or leadworkers.
- Inspects and supervises the work of City crews and outside contractors engaged for the purpose of Street Division maintenance goals and objectives. Ensures completion of work and projects by City crews and contractors.
- Maintains inventory and prepares specifications and requisitions for equipment, contract work material and supplies.
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and budget in assigned area of responsibility.
- Coordinates and oversees contractor performance.
- Reviews bills from standing purchase orders and approves for payment.
- Responds to complaints and requests from the public regarding drainage and right of way issues.
- Records and prepares reports of division activities on a database.
- Conducts performance appraisals, employee counseling, and interviews.
- Coordinates maintenance activities with other City departments, divisions, and outside agencies.
- Recommends discipline, salary actions, and hiring of personnel.
- Coordinates and cooperates with other department divisions.
- Supervises emergency operation and maintenance of Public Works facilities.
- Performs related duties as required.

KNOWLEDGE OF:

Principles and practices of supervision (including selection, employee evaluation, counseling and motivation of employees), work planning, and control, planning, scheduling, estimating and directing work. Methods, materials, tools, and equipment used in the maintenance, repair, striping and sweeping of streets. Methods, materials, tools and equipment used in the operation, maintenance and clearing of storm drains and pumps. Techniques and City processes for planning, specifying, and requisition materials, supplies and equipment, and administering contracts. City personnel and administrative policies and procedures. Memorandum of Understanding and related documents

governing working conditions. Safe working practices including traffic barriers and controls, and protective clothing and devices.

ABILITY TO:

- Supervise several work units through subordinate assistants.
- Plan, schedule, assign, appraise and counseling employees.
- Establish and maintain effective working relationships with employees, public, and other agencies
- Communicate tactfully and effectively with the public.
- Identify maintenance problems and develop effective course of action for resolution.
- Maintain records and preparing reports of division activities, hours and materials expended.
- Use personal computer and related software.
- Read and interpret construction plans, specifications and engineering drawings and diagrams.
- Direct, Inspect and supervise work outdoors in inclement weather.
- Occasionally participate in work supervised.
- Work overtime and on-call.
- Perform inspections and supervise work underground, and in unpleasant or potentially hazardous conditions.

EDUCATION AND EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is: Graduation from high school or equivalent, supplemented by training or education in supervisory principles; and five years of progressively responsible experience in street and storm drain system maintenance and repair, including at least two years in a supervisory capacity. Prefer training and experience in data base management.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid California driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is

required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an 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 is frequently exposed to moving mechanical parts and outside weather conditions. The employee occasionally works in indoor conditions and occasionally works near video display. The noise level in the work environment is usually loud.

FLSA Status: Exempt
Prepared By: Nash and Company
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