

STREET SUPERINTENDENT**DEFINITION**

Under general supervision, oversees and manages the tasks associated with the operation and supervision of the City of Durant street maintenance, repair and construction.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Oversees and manages the day-to-day operations of the Street Division and facilities; supervises assigned staff; tracks and reviews work progress and process; evaluates work performance and recommends performance-related actions; recommends hiring of employees; identifies and implements new employee and on-going staff training programs; coordinates, prioritizes, schedules and assigns tasks and projects; delegates assignments to subordinate staff and prepares performance appraisals.

Assists with identifying, recommending, reviewing and assessing strategic plans; provides input regarding staffing, equipment, facilities and related needs; assists with budget development and preparation; as authorized, reviews and/or approves of purchases and procurement; and updates and maintains inventory of supplies and materials.

Prepares and presents written and oral reports and other presentations for internal and external audiences; as required, provides input and advice regarding changes to operational policies and procedures; responds to customer inquiries and/or complaints; and monitors operations for compliance with Federal, state and local laws and regulations; and works closely to communicate issues with Assistant City Manager and other department heads.

Performs training; identifies and recommends areas needing further review and/or attention; ensures employees are taking safety precautions; researches new materials, techniques, machinery, training method, safety standards and cost.

Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, and laws governing street maintenance, repair and construction.

Knowledge of the use of general to specialized street maintenance tools and equipment.

Knowledge of the principles of management and/ supervision.

Knowledge of the principles of strategic planning.

Knowledge of the principles and practices of the construction of streets.

Knowledge of occupational safety guidelines.

Knowledge of files and records management.

Skill in assessing, analyzing, identifying and implementing solutions to complex problems.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in delegating work activities and assignments.

Skill in operating a personal computer utilizing a variety of software programs and applications.

Skill in oral and written communication.

Skill in establishing and maintaining effective working relationships.

STREET SUPERINTENDENT

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an indoor and outdoor environment. Work may require frequent standing, walking and bending. May be exposed to hazardous chemicals, infectious diseases, dangerous machinery and repetitive motion and repetitive vision to monitor.

QUALIFICATIONS

Bachelor's degree preferred; high school diploma or equivalent required, **AND** five (5) years experience in street maintenance, repair and construction; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain an Oklahoma (Class B) Commercial driver's license.