



respect - Communication - Integrity - Teamwork - family

STREETS SUPERVISOR

DEPARTMENT/DIVISION: Public Works/Streets

GRADE: M-3

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Under the general direction of the Streets Manager, this position is responsible for supervising, and as required, participating in the maintenance, repair and construction of City streets. Emphasis is on the assignment and scheduling of duties and determining that the routine maintenance and repair activities are carried out to meet the objectives of the division. Work involves making regular and special inspections of work sites to determine desirable changes in operations and to solve special problems. Performs related duties as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Direct, supervise, plan and coordinate the work of individuals/crews engaged in the maintenance, repair and construction of City streets (e.g.) street grading, asphalt patching, traffic marking and painting, snow and ice removal, sign installation and maintenance, traffic safety, water quality enhancement etc.

Issues work orders and dispatches individuals/crews and equipment as necessary to meet work priorities.

Help create, review and approve traffic control plans for city staff, contractors and event organizers, with activities, within the City ROW.

Issue site construction permits and monitor work for in-house contracted projects.

Respond to and investigate accidents and near-miss incidents within the Street Division.

Coordinates cost and scheduling tasks to ensure that project schedules and costs are consistent and within established budget.

Inspects City streets to determine maintenance schedules and procedures.

Ensures divisional compliance with local, state, and federal safety regulations and procedures.

Reads/interprets work orders, blue prints, diagrams, and site plans; prepares estimates of work materials and costs.

Estimates and maintains vehicles, materials, supplies, tools and equipment.

Writes work reports, time reports, material usage reports and general correspondence.

Assists the Streets Superintendent in developing and monitoring the divisional budget, (e.g.) street materials, supplies and fleet.

Responsible for the development and management of the City's computerized maintenance management system (CMMS).

Investigates and responds to complaints and contract disputes.

Responsible for the inspection and quality control of in-house and contractor support pertaining street construction.

Coordinates and assists in the hiring of contractor support for street operations – snow removal, asphalt, rock etc.

Represents the division during design and final inspection of all street construction projects managed out of the City capital projects group, development review group, Federal Forest receipt program, and State Transportation Improvement programs.

Performs street construction, maintenance and repairs to City streets.

Represents the Streets Superintendent in meetings as directed.

Emergency Preparedness and HAZWOPER incident training.

Part of Public Works staff with authority to issue Stop Work Orders in accordance to 8.820 of the City Code.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Education and/or experience:

High school diploma or general education degree (GED). 5 to 10 years asphalt paving/maintenance (rigid and flexible) experience. Minimum of 5 years and progressing of management experience in street construction maintenance operation.

Desired:

Six (6) years of increasingly responsible experience in street construction, maintenance and repair which included one (1) year of supervisory experience. 5 to 10 years of heavy/light equipment operations or equal formal training. Experience with Word and Excel computer software.

LICENSE/CERTIFICATIONS

Valid Oregon Driver's Licenses – Class A and C (with Air Brake and Tank Endorsements). Flagger certification. Emergency Preparedness and HAZWOPER incident training.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Equipment, techniques, materials and tools used in the performance of maintenance, repair and construction of City streets; procedures and techniques common to street construction, maintenance and repair methods (e.g.) street cleaning, storm drain maintenance, concrete repair, snow and ice removal, and signs and signals; safety training and occupational hazards applicable to street construction and storm drain systems; budgeting and cost control methods and procedures; applicable statutes and regulations.

Skill in:

Communicating technical concepts to technical and non-technical staff in a personable and professional manner; supervising, planning, and coordinating the work of unskilled, semi-skilled and skilled staff.

Ability to:

Make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents such as work orders, diagrams, blue prints, design specifications, statutes, regulations; interpret technical instructions in mathematical or diagram form; to communicate effectively verbally and in writing; to perform mathematical computations applying concepts of basic algebra and geometry; maintain and prepare records, reports and correspondence; operate a variety of appliances, power tools and

equipment (e.g.) back hoe, dump truck, grader etc.; establish and maintain effective working relationships.

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 qualified 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 objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, peripheral vision and the 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

