

**CITY OF LA PORTE
STREET MAINTENANCE SUPERINTENDENT - #71001
JOB DESCRIPTION**

FLSA CLASSIFICATION: Exempt

PAY GRADE: 026

DEFINITION

To manage, organize, and direct the programs and activities of the Street Maintenance Division involving construction, maintenance and repair of streets and drainage systems, street cleaning, right-of-way mowing, mosquito control and traffic control; and to provide technical staff assistance to the Department Director and Assistant Director.

SUPERVISION RECEIVED AND EXERCISED

Receives functional direction from the Assistant Public Works Director.
General supervision is provided by the Public Works Director.
Exercises direct supervision over maintenance staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Plan, implement and direct a program of street maintenance and repair work including street resurfacing; repairing and patching; street cleaning; sidewalk, curb and gutter removal and replacement; right-of-way mowing; drainage system maintenance and repair; mosquito control; traffic signs and marking installation, maintenance, and repair.

Direct the maintenance of time, material, and equipment use records.

Requisition supplies and materials.

Recommend the purchase of equipment and write equipment specifications.

Receive, investigate, and resolve public complaints; respond to requests for information.

Check streets, sidewalks, curbs, gutters, medians, drainage channels, and related facilities and equipment for needed maintenance and repairs.

Inspect work sites before, during and after completion to assure such is completed in a satisfactory and thorough manner.

Prepare and administer the Street Maintenance and Traffic control Division budgets.

Ensure the adherence to safe work practices by Street Maintenance and Traffic Control Division personnel.

Prepare cost estimates for maintenance and repair activities and make plans and sketches for minor street maintenance and repair projects.

Coordinate Street Maintenance Division activities with other City departments, divisions, and outside agencies.

ESSENTIAL JOB FUNCTIONS (Cont'd)

Supervise and participate in the maintenance of records and preparation of reports.

Select, supervise, train, and evaluate subordinates.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; some risk involved in dangerous environments (exposure to fumes, odors, and chemical and mechanical hazards); exposure to extreme cold and extreme heat; working in trenches; sitting; standing; walking; reading; decision making; reaching above shoulder level; occasional lifting and carrying up to 20 pounds; using both hands for simple and firm grasping; climbing stairs; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operating a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Materials, methods, practices and equipment used in street maintenance and related activities.

Types and level of maintenance and repair activities performed in a street maintenance program.

Occupational hazards and standard safety precautions necessary in the work.

Geography of the City, including the location of major utility systems, streets, and sewer and drainage facilities.

Practical elements of civil engineering as they relate to street maintenance, drainage, and traffic control.

Principles of organization, administration, budget and personnel management.

Ability to:

Plan, organize, and implement a comprehensive program of street, drainage and right-of-way maintenance and repair work.

Conduct studies, prepare comprehensive reports and determine cost effective ways for constructing and maintaining streets and related systems.

Analyze situations and adopt an effective course of action.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate subordinates.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a personal computer, two-way radio, telephone.

TRAINING AND EXPERIENCE

Required - Five years of experience with at least two years of supervisory experience in Public Works involving street and drainage construction, maintenance and repair work and a High School Diploma or GED.

Desirable - A Bachelor's Degree from an accredited college or university with major course work in civil engineering, business or public administration.

LICENSES AND CERTIFICATES

Must have a valid Texas Driver's License or be able to obtain one with three months of employment.

The City of La Porte is an Equal Opportunity and Affirmative Action Employer.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date