

CITY OF HELENA



Position Title: Street Supervisor

Department: PW-Streets

Position #: 14107

Grade: 147

EEO Category: (08) Service Maintenance

FLSA: Exempt

EEO Function: (02) Streets/Highways

Work Comp Code: 9410

DEFINITION

Under direction, to supervise, assign, review, and participate in the work of staff responsible for providing street, storm drain, and alley maintenance services and winter snow removal, plowing, and sanding operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Supervised by the Streets, Traffic & Fleet Services Superintendent.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing street, storm drain, and alley maintenance services; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing maintenance services including street, storm drain, and alley maintenance services and activities.

Plan and lay out street repair and maintenance projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures; process formal and informal grievances.

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Participate in the preparation and administration of the street maintenance budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures and inventory.

Provide knowledge and support in advocating for the maintenance perspective to the wider community of developers, engineers, contractors and builders.

Important & Essential Duties cont.:

Respond to and resolve inquiries and complaints from the public, contractors, utility companies, other City departments and other government agencies.

Track and maintain daily work hours of the crew and approve the crew time cards. Track and maintain records for overtime and comp time for the maintenance crew.

Perform inspection of street openings by contractors to insure proper backfill, preparation for asphalt repair and asphalt repair.

Enforcement of all City Ordinances relating to City street maintenance.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor. Provide detailed written report for all accidents and or injuries.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive street, storm drain, and alley maintenance, repair, and construction program.

Operational characteristics of street maintenance and construction materials, equipment, and tools.

Equipment, materials, and methods used in construction, maintenance, cleaning, and repair of streets, storm drains, and alleys.

Principles, policies, procedures and practices of snow plowing and sanding.

Occupational hazards and standard safety precautions necessary in the area of street maintenance work.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and procedures of record keeping and reporting.

Principles of mathematics.

Safe driving principles and practices.

Skill to:

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately estimate material and supply needs.

Skill to cont.:

Assist in budget preparation and monitoring.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Ability to:

Operate a wide variety of equipment and tools used in street maintenance, repair, and construction in a safe and effective manner.

Operate modern office equipment including computer equipment and digital imaging devices.

Operate a motor vehicle safely.

Supervise, organize, and review the work of street maintenance personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret, explain, and ensure compliance with City street and traffic policies and procedures.

Select and maintain machinery and equipment used in the area of work.

Assist in budget preparation and monitoring.

Physical Demands & Work Environment

Ability to sit, stand, walk, twist, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of responsible street maintenance and repair experience including some supervisory experience

Training:

Equivalent to the completion of a two year associates degree from an accredited college and specialized training in construction/maintenance technology or a related field.

License or Certificate:

Possession of, or ability to obtain a valid MT Class A CDL driver's license with acceptable driving record within 6 months of hire. Subject to DOT Drug & Alcohol testing.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____