

# CITY OF HELENA



**Position Title:** Streets, Traffic and Fleet Services Superintendent

**Department:** Public Works

**Division:** Streets/Traffic/Fleet

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of this position is to supervise, plan and coordinate the activities, operations and staffing of the Streets, Traffic and Fleet Services Divisions within the Public Works Department; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex administrative support to the Public Works Director.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **All Divisions:**

This position is responsible for directing, coordinating and reviewing the work plans for the Streets, Traffic and Fleet divisions; participating in the development and implementation of goals, objectives, policies and priorities of managed divisions; meeting with staff and division supervisors to identify and resolve problems; assigning projects and programs; monitoring division's work flow; reviewing and evaluating work products, methods and procedures with division supervisors; overseeing and coordinating assigned services and activities with other divisions, outside agencies and organizations; and coordinating a wide variety of projects with other government agencies, utility companies and contractors.

The incumbent will also participate in the development and administration of the assigned division's budgets and capital programs; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend budget adjustments as necessary; and oversee and monitor budgets for effective resource and staff utilization. They will also identify opportunities for improving service delivery methods and procedures; review options with appropriate committees and management staff; and implement policies, programs and/or improvements.

Additionally, the position will provide staff assistance to the Public Work Director; prepare and present staff reports and other necessary correspondence; make presentations to the city Commission as directed; respond to and resolve difficult inquiries and/or complaints; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of street maintenance and repair programs, traffic control, signage, signal maintenance and fleet programs; and inspects and verifies work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

## **Streets & Traffic Division**

The position oversees the operational activities including street maintenance, snow plowing, sanding, de-icing, traffic counts, traffic control signing and lighting; oversees and assists in preparation of specifications for chip seal, slurry seal, overlay and other relative projects; ensures compliance with pertinent bid specifications, codes and regulations; and creates and reviews contracts and manages and directs contractors in various related projects.

The incumbent may participate in subdivision reviews for street, signage and/or signal issues.

## **Fleet Services Division**

This position is responsible for developing and maintaining a centralized Fleet Management Program with provides computerized informational services and centralized fleet maintenance; establishing fleet replacement policies, equipment standardization and acquisition and management of the fleet replacement revolving fund; developing specifications and bid specialized and construction equipment and oversee public bids on said equipment; overseeing the use and operation of all fleet tools, equipment, and vehicles, including pool locations, use policies,

services, repairs and replacement; coordinating vehicle acquisitions under the State of Montana Fleet Purchasing agreement and disposal of City surplus vehicles; developing and administering preventative maintenance standards and schedules; prioritizing work order requests; and overseeing the duties and responsibilities of the Fleet Coordinator/Mechanic position.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Principles and practices of budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Basic engineering, design and construction of streets and roadways.
- Various types of gravel materials, asphalt, asphalt oils and the proper uses and application of all these products.
- Principles and practices of snow and ice removal.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices necessary in the area of street maintenance and construction.
- Principles and procedures of record keeping and reporting.
- Safe driving principles and practices.
- Appropriate vehicle and equipment needs and uses for departments.
- Chip seal products and procedures.
- Operational characteristics, services and activities of a comprehensive vehicle maintenance and acquisition program.
- Modern and complex principles and practices of vehicle maintenance and acquisition program development and administration.
- Mechanical engineering principles, practices, and methods as related to vehicle maintenance.
- Methods, materials, techniques, and equipment used in vehicle maintenance and acquisition and municipal bus transit.

#### **Skill or ability to:**

- Operate a wide variety of equipment and tools used in street/traffic maintenance, repair, and construction in a safe and effective manner.
- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- Communicate effectively verbally and in writing.
- Accept responsibility, prioritize and make sound decisions.
- Operate a two-way radio.
- Manage and coordinate the work of supervisory, technical, and unionized 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.
- 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, and regulations pertaining to assigned programs and functions.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Prepare and administer budgets.
- 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.
- Ensure the maximum utilization of manpower, equipment, and supplies.
- Manage and coordinate the work of administrative, technical and maintenance personnel involved in vehicle maintenance and repair.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

**Physical Demands:**

Ability to work in a standard office environment with some exposure to cold, heat, noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of a Bachelor's degree from an accredited college or university with major course work in business or public administration, civil engineering or a related field AND at least five years of responsible municipal operations, maintenance, construction and contract administration experience including at least three years of management and supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the Public Works Director.

**Supervision Exercised:**

Exercises direct supervision over supervisory, technical, maintenance and administrative staff within the division.

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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