

CITY OF LE ROY STREET DEPARTMENT SUPERINTENDENT

REPORTS TO : ADMINISTRATOR

This is a highly responsible management position within the Street department. This is administrative, supervisory and technical work in directing the activities of the Street Department, including construction projects. The Superintendent will be required to perform duties of considerable variety and responsibility involving public service, in all areas of public works in accordance with all departmental regulations and legal requirements. The Superintendent is under the direct supervision of the Administrator. The Superintendent will be required to act with limited supervision and will oversee the Street department. The Superintendent is expected to exercise independent judgment when dealing with both routine and emergency situations as well as day to day supervision of all departmental personnel.

The Superintendent is an employee whose principal work is substantially different from that of his or her subordinates and who has authority, in the interest of the employer, to transfer and direct employees and effectively recommend hiring, promotion, lay off, discharge, as well as suspension, reward, or discipline employees, to adjust their grievances, or any of those actions, if the exercise of that authority is not of a merely routine or clerical nature, but requires the consistent use of independent judgment. The superintendent devotes a preponderance of their employment time to exercising that authority.

REPRESENTATIVE DUTIES

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for street, street lighting, traffic signal, and storm drain maintenance operations.
2. Establish schedules and methods for providing street maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of street maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.
6. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
7. Must react quickly and calmly in emergency situations and determine proper course of action.
8. Must deal effectively with citizen complaints, answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
9. Operate a variety of equipment and vehicles such as loaders, backhoe, recycle/bucket trucks and Miscellaneous power tools, chain saws, etc.
10. Maintain records concerning operations and programs; prepare reports on operations and activities.
11. Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.
12. Perform additional duties or emergency duties after normal work hours as necessary or when requested by Administrator or designee.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles of supervision and training.
2. Ability to effectively direct the work of subordinates.
3. Knowledge of practices used in the operation and maintenance of assigned equipment, tools and materials used in public works activities, and construction work.
4. Knowledge of occupational hazards and safety precautions.
5. Principles and practices of safety management.
6. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
7. Principles and practices of basic traffic engineering studies. Pertinent local, state and federal laws, ordinances and rules.

Ability to:

1. Organize, implement and direct street maintenance operations and activities. Interpret and explain pertinent department policies and procedures.
2. Develop cost estimates for supplies and equipment.
3. Perform the most complex maintenance duties and operate related equipment.
4. Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
5. Demonstrate tact and diplomacy with the public.
6. Develop and recommend systems and procedures related to assigned operations. Supervise, train and evaluate assigned staff.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Prepare upcoming "Weekly Work Schedule" of planned activities and submit to Administrator the preceding Friday.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Two years of college level course work that includes business, management, engineering, or a related field.
2. Five years of increasingly responsible street maintenance experience including some lead supervisory experience.
3. Possession of an appropriate, valid driver's license including CDL.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

All interested applicants should provide a completed job application (available online at <https://www.leroy.org/government/city-employment/employment-opportunities>), a resume, and a list of references to: LeRoy City Hall, 207 S. East Street, LeRoy, Illinois 61752. For questions, please call (309) 962-3031.

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