



POSITION DESCRIPTION

POSITION :	STREET SUPERINTENDENT	FSLA :	NON-EXEMPT
DEPARTMENT:	STREETS	UNION:	YES
DIVISION:	PUBLIC WORKS	UPDATED:	03/27/2018
REPORTS TO:	PUBLIC WORKS DIRECTOR		

GENERAL SUMMARY

The Street Superintendent coordinates with the Public Works Director to maintain and repair all streets, alleys, bridges, and sidewalks to keep in good repair and safe conditions. The Street Superintendent is responsible for maintaining all city parks, park equipment, other property and/or equipment owned by the City of Jesup. The Street Superintendent oversees maintenance and repairs of all city vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Street Superintendent shall operate all vehicles and equipment in a safe manner in all weather conditions. A valid CDL Class A or B with Air Brakes is required, along with a good driving record. The CDL must be issued by the State of Iowa, according to state statute.
- The Street Superintendent will investigate and report the findings to the Public Works Director on all complaints of the possible existence of dangerous or impassable conditions of any streets, alleys or bridges. The Street Superintendent is charged with the duty of detecting, investigating, and reporting to the Public Works Director unsafe defects existing at the railroad crossings.
- The Street Superintendent and Public Works Director oversee the planning of the repairs, resurfacing, and replacement as necessary of all city streets. The formulation of one year and three-year plans. The Street Superintendent will work closely with the Public Works Director and Mayor in the planning to achieve those developed one-year and three-year plans and goals. The one-year and three-year plans will be submitted to the City Council upon approval of the Public Works Director and Mayor.
- The Street Superintendent shall assist the water and wastewater departments in the installation, repair, and maintenance of water and sewer mains.
- The Street Superintendent is responsible for compiling a monthly report of the activities of the department and will submit it to the Public Works Director.
- The Street Superintendent shall perform all other duties as directed.
- Responds in a timely and courteous manner to questions or complaints from the public concerning departmental policies and operation or directs such questions and concerns promptly to the appropriate person.
- Ability to lift and/or move up to 100 pounds and to regularly lift and/or move up to 50 pounds.
- Ability to transverse varying terrains in all weather conditions and climb stairs and ladders.
- Ability to stand, bend, and walk for extended periods of time.
- Reliable, consistent attendance. The employee is expected to be punctual and dependable in order to meet the needs of the department and serve the citizens of the City. When employees are absent or tardy, work and service are interrupted, and an additional burden is placed on colleagues. Attendance and reliability are important factors in evaluating individual performance and continued employment.
- Ability to work with a positive attitude and conduct himself or herself in a respectful manner toward co-workers, citizens, and other individuals encountered while on the job.
- Be able to work normal working hours and be available in cases of emergencies, beyond normal work hours.

EQUIPMENT OPERATION REQUIREMENTS

- The Street Superintendent will service or oversee, including but not limited to changing the oil, tires, air cleaners, spark plugs, belts and other repairs of all vehicles as needed.
- Schedules and maintains records of all work completed on city equipment.
- The Street Superintendent will maintain the shop area and keep it in safe order in compliance with state and federal law.
- The Street Superintendent will keep the city's vehicles clean and will inspect and assure that vehicles meet applicable safety requirements, including those required by state and federal law.
- The Street Superintendent shall insure that the city's vehicles are maintained on schedule and shall maintain a record of all maintenance done.
- The execution of all job responsibilities shall meet all safety standards. It is the primary importance to perform your job efficiently and to provide safety for yourself, your fellow city workers, and the public.

REQUIRED EDUCATION AND EXPERIENCE:

- High school diploma or GED equivalent required.
- Responsible experience or any equivalent combination of training and experience in similar equipment which provides the required knowledge, skills, and abilities to perform the duties of the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Proper knowledge of safety rules and regulations, and proper use of equipment to provide safety for you, your fellow employees, and the public, while performing the duties of the position.
- Require knowledge of the safe operation of all vehicles, vehicle accessories, and all additional power equipment, and in the trenching of water mains, sewer mains, and storm sewer lines.
- Required skills in operation, use and care of all tools.
- Ability to maintain accurate required logs and records.
- Strong communication skills. Personal skills in maintaining effective and productive working relationships with the Public Works Director, other Department Heads, and other city employees-
- The ability to deal respectfully and effectively with the public.
- Ability to read, write and understand in the English language to serve the public, read safety and other procedure manuals and draft accurate reports regarding water testing and vehicle testing. Ability to read, write and understand languages in addition to English is an additional benefit appreciated by the City.

WORKING CONDITIONS

Frequently sitting in equipment while operating is required for repairs, maintenance cleaning, and snow removal of streets. When making necessary repairs to streets would require stooping, kneeling, crouching, and sometimes crawling, twisting, and bending. Reaching overhead would sometimes be necessary. Driving and operating all vehicles and equipment would be very frequent. Combination of outside work involving frequent standing and walking and sedentary office work, includes using general office equipment. Employee may be exposed to the weather, including heat or cold, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, mechanical hazards, chemical hazards, traffic hazards, microbiological hazards, and bodily injury. Employees will be provided appropriate safety equipment as required by state and federal law for all conditions.

REQUIRED PHYSICAL ACTIVITIES

- *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 individuals with disabilities to perform the essential functions.*
- While performing the duties of this job, the employee is regularly required to stand, walk; sit; climb, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally

lift and/or move up to 100 pounds. Constant hearing, near and far sight vision, depth perception, color vision and field of vision are required. Employees are required to work outside in all weather conditions, including adverse weather conditions.

- Pre-employment physical required.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

The City of Jesup is an equal opportunity employer.

I have read this job description and agree with the contents.

Employee

Date