

JOB TITLE: STREET SUPERINTENDENT (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of City Administrator.

JOB SUMMARY: Performs supervisory and administrative oversight and direction in planning and coordinating the operation and maintenance of the Street Division, Recycling Center, Burn Site, and Compost Site.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Supervises employees; recommends hiring and disciplinary actions; evaluates, coaches and provides training based on employee work performance; develops safe work practices; prepares and manages department budget and expenditures; supervises and participates in the following: development of division operational and maintenance policies; construction, maintenance, and repair of streets, alleys, sidewalks, storm sewers/drainage structures, right-of-ways, dike and emergency flood pump station; planning, placement, review and maintenance of street signage; maintenance of recycling center, burn site and compost facilities; develops and implements preventive maintenance programs for equipment and facilities; prepares reports for local, state and federal compliance; regular and reliable attendance; other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends meetings of the Mayor and City Council, Tree Board, departmental, staff and other meetings; prepares reports for City Administrator on department projects/activities; directs procurement of equipment and supplies; assists with general maintenance and upkeep of other City buildings and properties; works closely with the public in addressing concerns for all divisions.

SKILLS/ABILITIES: Good oral and written communication skills to effectively communicate on a daily basis with the public, employees, and other city departments; high degree of organization skills to effectively administer City street construction and maintenance projects; general understanding of accounting, budget, and cost analysis process; thorough knowledge of equipment, material, policies, practices, and regulations relative to streets, recycling, burn site and compost site maintenance and proper use; ability to: plan, schedule, instruct and supervise work of employees; plan short and long-range projects; read, understand and explain engineering drawings related to streets, sidewalks, and storm sewers; operate two-way radio; operate light to heavy equipment; operate truck, tractor, motor grader, loader, scraper, dozer & roller, snowplow, street sweeper; work in adverse weather conditions; lift, carry, push and pull a variety of tools, equipment and materials; stand, walk, climb, balance, stoop, kneel, reach, bend, and work in a crouched position for extended periods of time; operate a weed trimmer for extended periods of time; inspect equipment to insure that it is safe and in proper working condition; operate a computer using Microsoft Office software; available to work evenings and weekends.

MINIMUM REQUIREMENTS: Graduation from high school or equivalent; five (5) years of progressively responsible experience in street construction and maintenance and/or public works, of which two (2) years include supervisory experience; two years of experience with various computer programs and functions; any equivalent combination of experience and training; possession of a valid Class B Commercial Driver's License or ability to obtain within six (6) months from hire; a valid EPA Pesticide License in Category (09) Public Health or ability to obtain within six (6) months from hire; licensed as a Street Superintendent by the State of Nebraska or ability to obtain within twelve (12) months from hire; live within 30 minute response time to street department facility.

Updated: 12/2019