



CITY OF URBANA POSITION DESCRIPTION

Title: Street Supervisor
Department: Administration
Division: Public Works

Date: 8-30-2021
Grade Number: 6
Classification: Central Staff

GENERAL PURPOSE:

Plan, direct, manage and oversee the activities, projects and operations of the Street Division including street repair and maintenance, drainage maintenance, assist with engineering and installation of water and sewer lines, traffic engineering/control, street lighting, storm water program, and detailed support to the Public Works Superintendent.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Public Works Superintendent.

SUPERVISION EXERCISED:

Exercises direct supervision over Street Division staff, and other divisions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and implements the Street Division's goals, objectives, policies and priorities.
- Supervises, trains and evaluates Street Division personnel and other Public Works Division staff; ensures the safe, appropriate and productive use of equipment utilized in road and catch basin repair, street sweeping, snow removal, leaf collection, utility excavation and tree/limb removal.
- Insures all operators receive the proper training and direction required in the care and maintenance of City owned equipment.
- Maintain departmental precision, neatness and accuracy of the workplace, equipment and City surroundings.
- Assist in assessing and monitoring the City's infrastructure to provide appropriate levels of public service regarding existing systems/networks and future developments/expansions.
- Evaluate, recommend and requisition materials and supplies necessary to complete projects; coordinate with the Public Works Superintendent the efficient use of workers, resources and equipment.
- Assesses and monitor daily workload, administrative and support systems; identify opportunities for improvement; direct and implement changes as necessary.
- Must be able to function in severe weather conditions, during odd hours and possible hazardous/risky situations; work closely with Emergency Dispatch personnel; ability to refer to/work with all City Divisions to mitigate the immediate situation at hand.

PERIPHERAL DUTIES:

- Serve on various employee or other committees as assigned; become a member of: Local Tech Assistance Program (LTAP); appearances (as needed) to Urbana City Council, Technical Review Committee, Urbana Tree Commission, Zoning and Compliance related Commissions.
- Must be able to pass and maintain current Chemical Operator's License.

MINIMUM QUALIFICATIONS:

Requirements, Education and Experience

- High school diploma or equivalent.
- Must possess a valid Ohio driver's license and CDL; maintain such as a condition of continued employment.
- Five (5) years of increasingly responsible management experience in civil construction.

Necessary Knowledge, Skills and Abilities

Knowledge of: Operational characteristics, services and activities of a comprehensive street program; traffic engineering/control; basic understanding of municipal water and sewer engineering; applicable federal, state and local law, codes and regulations for public streets; principles and practices of general administration including management, supervision, budgeting, purchasing and the maintenance of public records; familiarity with the functions of an elected City Council; and the City's personnel rules and policies.

Ability to: Identify and professionally respond to community issues, concerns and needs; communicate clearly and concisely, both orally and in writing (computer skills, i.e. e-mail, Word processing and Spreadsheet/Excel); analyze problems, identify alternate solutions, project possible consequences and follow through with implementation; plan, organize, direct and coordinate the work of lower level staff, successfully delegate authority and responsibility when apparent; evaluate management practices and adopt effective courses of action; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the Director of Administration, Public Works Superintendent, City Council, officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

TOOLS AND EQUIPMENT USED

Must have knowledge in the operation and use of motor vehicles and various construction equipment, safety equipment, generators, pumps, gauges, detection devices, mobile radio, phone, calculator, computer and a variety of hand tools.

PHYSICAL DEMANDS

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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee may occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts. The employee may be exposed to high, precarious places; wet and/or humid conditions fumes or airborne particles, and toxic chemicals; and the risk of electrical shock. The noise level in the work environment varies from quiet to loud depending on specific area.

SELECTION GUIDELINES

Formal application and-submitted resume, rating of education and experience; oral interview and reference check; job related tests may be required. Satisfactory completion of background check and pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the needs requirements of the job change.