



## Town of Oro Valley Classification Description

Title: **STREETS & DRAINAGE OPS SUPERINTENDENT**

Job Code: 3311

FLSA Status: Exempt

Department: Public Works

Salary Grade: 120

### **POSITION SUMMARY:**

Receives administrative directions from the Operations Division Manager in order to, plan, organize, manage, and review the operations of the streets division of the Public Works Department, including the construction and maintenance of streets, alleys, storm drains, and town landscape areas. Responsible for street sweeping, tree trimming, maintenance of street traffic control systems, storm drain facilities, weed control, and other division operations. Provides technical assistance to the Department Director and Assistant Director.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Plans, organizes, and supervises crew leaders with associates staffing for the construction and maintenance of streets, alleys, and storm drains, street cleaning, landscaping within right of way; directs the weed abatement program; and provides technical advice on regarding functional design and operation.
- B. Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions.
- C. Coordinates and monitors field maintenance operations of streets, right-of-ways, and drainage-ways.
- D. Directly supervises, trains and hires Operations Crew Leaders.
- E. Recommends the purchase of equipment and writes equipment specifications. As needed, participates in the operation of heavy equipment used in street and drainage repair and maintenance.
- F. Inspects and reviews work performance of assigned staff.
- G. Trains, monitors and enforces compliance with safety practices and procedures.
- H. Inspects and assists Crew Leaders in traffic control plans according to uniform traffic control devices.
- I. Reviews Street and Drainage Crew Leader's estimated cost and schedules for work orders.
- J. Prepares formal work schedule programs for landscaping maintenance; street sweeping and street, wash and parking lot maintenance.
- K. Oversee work in progress of contractors and street crews for conformance with plans and specifications as needed for the delivery of Public Works Department projects as required by the town.

- L. Insures an adequate inventory of materials, supplies, parts, and equipment for the Division's total work program.
- M. Handles the more difficult public citizen complaints and public relation matters.
- N. Confers with other Public Works Divisions, Town Departments and other agencies; coordinates construction and maintenance with Engineering Division.
- O. Maintains an up-to-date street profile record showing the construction and maintenance history of all town streets.
- P. Maintains materials and safety data sheets for the Streets section.
- Q. Acts as the Operations Division Manager in his/her absence.
- R. Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of materials, methods, tools, and equipment used in construction, operation, and maintenance of street systems, storm drains, traffic control devices, herbicides, insecticides, tree and landscape maintenance.
- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing street maintenance.
- Knowledge of basic municipal accounting and budgeting practices.
- Knowledge of management and supervision principles.
- Knowledge of street maintenance concepts, techniques and materials.
- Knowledge of occupational hazards and standard safety precautions.
- Skill in assessing, prioritizing and delegating work assignments and projects to subordinate staff.
- Skill in operating heavy equipment used in street and drainage repair and maintenance.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Analyze situations and adopt an effective course of action.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a personal computer, two-way radio, telephone.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree in business administration, public administration, or a closely related field, or equivalent experience.
- Five (5) years increasing responsibility in construction and maintenance of the street systems and other public works activities including one (2-4) years in a lead or supervisory level; **OR** an equivalent combination of education and experience.

- Must possess at time of application and maintain an Arizona (Class A) commercial driver license (CDL) with air brake and tanker endorsement with no restrictions.
- Successfully complete background investigation.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Must be able to work outdoors in an extreme hot, cold, dry or wet environment.
- Must be capable of working under stressful situations including operation of equipment in inclement weather or other difficult conditions.
- Must be able to lift 50 lbs.