**City of Ogallala, Nebraska**
**Position Description**

| | |
|---|---|
| **Class Title:** | **Street Superintendent** |
| **Department:** | **Street** |
| **FLSA Classification:** | **Administrative – Exempt** |
| **Age Requirement:** | **Minimum-21 Years / Maximum - none** |
| **Salary Range:** | |
| **Date Effective:** | |

**GENERAL PURPOSE:**
Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City street systems and storm drainage facilities.

**SUPERVISION RECEIVED:**
Works under the general supervision of the Public Works Director and City Manager.

**SUPERVISION EXERCISED:**
Exercises close supervision over assigned maintenance workers and equipment operators within the Street Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Plans schedules and implements maintenance duties within the Street Department. Maintains all City streets and alleys for safe public travels.

Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of street systems and facilities.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance of street systems and other department facilities.

Requisitions needed supplies for the department and maintain a variety of records relating to personnel, equipment, and supplies.

Submits annual Reports as required to the State.

Advises Public Works Director, City Manager, Attorney, Engineer and other city officials in matters relating to department activities.

Responds to complaints regarding street and alley Right of Ways.

Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between crewmembers and other City Superintendents.

Inspects and assists in the control and use of supplies and equipment used in the maintenance and repair of streets and other department facilities to insure that all equipment is in proper working order.

Analyzes annual operating costs and makes recommendations for department budget.

Provides recommendations regarding capital and equipment purchases and requisitions all supplies and materials needed for effective department operation.

**PERIPHERAL DUTIES:**
Operates a variety of power construction and maintenance equipment used in the street department.

Serves on various employee or other committees as assigned.

Assist other City Departments as required or assigned.

**DESIRED MINIMUM QUALIFICATIONS:**
Education and Experience:

(A) Graduation from high school education or GED equivalent, and
(B) Two (2) years of experience relating to the construction, repair and maintenance of roadways and storm drain systems including the operation of related maintenance equipment, or
(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in the maintenance of streets and storm drainage systems.
(B) Skill in operation of the listed tools and equipment.
(C) Ability to guide, direct and motivate employees; Ability to operate and maintain various equipment used in street maintenance and repair such as backhoe, dump trucks, grader, loader, etc. Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

**SPECIAL REQUIREMENTS:**

(A) Valid state driver's license or ability to obtain one prior to employment.

(B) Employee must hold, or within one-year of date of hire must obtain, the following certifications:

(1) State of Nebraska Street Superintendent License

**TOOLS AND EQUIPMENT USED:**

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, grader, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

**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 frequently required to stand and talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**SELECTION GUIDELINES:**
Formal application, rating of education and experience; oral interview; reference check; job related tests may be required.

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 employer as the needs of the employer and requirements of the job change.

Date Adopted: September 25, 2001

Revision History: