

CITY OF ARCADIA
STREETS SUPERINTENDENT

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the City's Street Division programs and activities; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Field Services Manager.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Street Maintenance Division services and activities including administering services involving the maintenance and repair of streets, alleys, curbs, storm drains, street trees, traffic signals, sidewalks, medians, and related capital improvements and public improvements within the public right of way.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including street construction programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Field Services Manager; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Street Maintenance Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Street Maintenance Division program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as a liaison for the Street Maintenance Division with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Field Services Manager; prepare and present staff reports and other necessary correspondence; prepare City Council agenda reports, ordinances, resolutions, and agreements.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to street and sewer maintenance and construction programs, policies, and procedures as appropriate.

Prepare estimates and monitor construction, maintenance, and operating costs.

Evaluate service and equipment needs; write or review bid specifications; monitor contractor/equipment performance.

Review and investigate citizen complaints and requests; determine and ensure appropriate disposition.

Investigate and prepare reports on claims against the City related to public services.

Review, administer, and monitor service contracts associated with the maintenance of streets; maintain records on the status of operations; perform periodic inspections of work in progress and upon completion.

Consult and advise City engineering staff on public services design and implementation problems and issues.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of street maintenance and construction.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a street maintenance and construction program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Advanced principles and practices of budget preparation and administration.

Modern and complex principles and practices of program development and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and practices of engineering and construction as applied to the field of public streets maintenance.

Equipment, materials, and methods used in construction, maintenance, cleaning, and repair of streets, curbs, sidewalks, and related facilities.

Materials and labor costs in street and related construction work.

Techniques of public relations.

Occupational hazards and standard safety practices necessary in the area of street maintenance and construction.

Basic engineering mathematics.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Street Maintenance Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient street maintenance and construction services.

Manage, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Public Works Services Director, and City Manager issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Research, collect, compile, and analyze information and data.

Prepare and maintain accurate and complete records.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of responsible street maintenance, construction, and contract administration experience including four years of management and supervisory experience.

Training:

Equivalent to an Associate's degree with major course work in public administration, business management, or a related field. A Bachelor's degree in public administration, business management or a related field highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid class "C" driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: June 2003