



**Job Title:** Street Superintendent  
**Department:** Public Works – Street  
**FLSA Status:** Exempt, Salaried, Full Time  
**Revised Date:** 12/17/19 (Council Approval)

### **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 Job Functions**

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.

### **Knowledge, Abilities and Skills**

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.

### **Education and Experience**

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.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*