



Job Title: Street Maintenance Director
Department: Street
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 1/20/26 (Council Approval)

Accountability

Under the direction of City Administrator.

Job Summary

Performs administrative and practical skills work in the planning, direction, supervision, maintenance, inspection, and improvement of the city streets, the City's recycling program, right-of-way trees, levee, City-wide snow removal, and the Seward Burn/Compost Site.

Essential Job Functions

Plans, assigns, and supervises subordinate personnel involved in the operating and maintaining of city streets, the City's recycling program, right-of-way trees, levee, City-wide snow removal, and the Burn/Compost site; recruits, recommends, trains, coaches and evaluates staff in coordination with HR Director and Street Foreman; ensures subordinate personnel have necessary license or certificates to perform job duties. Develops, implements, and monitors safe work practices. Assists in developing, preparing, and administering the budgets for various departmental areas, including preparing cost estimates and justifications for budget recommendation; assists in the development of the one- and six-year street improvement plan and implementation; participates in the development and implementation of related capital improvement projects as well as capital improvements to existing facilities. Oversees, supervises, and participates in the following: development of operational and maintenance policies; construction, maintenance, and repair of streets, alleys, sidewalks, storm sewers/drainage structures, rights-of-way, dike and emergency flood pump station; planning, placement, review and maintenance of street signage; operation and maintenance of the recycling program, burn./compost site in accordance with State licensing; develops and implements preventive maintenance programs for equipment and facilities; procurement of equipment and supplies. Represents the City at various meetings, conferences, seminars, and classes; prepares reports for local, state and federal compliance as required.

Additional Duties and Responsibilities

Regularly attends meetings of the Tree Board and prepares meeting materials as needed; attends City Council meetings when requested; at the request of Mayor, Council or City Administrator may prepare reports on department projects/activities; may assist or direct personnel to assist other departments as needed; works closely with the public in addressing concerns for all departmental functions.

Knowledge, Abilities and Skills

Thorough knowledge of equipment, material, policies, practices, and regulations related to streets construction/maintenance, recycling, snow removal, arborist, and burn/compost site operations as per State licensing requirements. Advanced understanding of construction best practices as well as mitigating hazards applicable to the work of department personnel. Demonstrated ability to plan, schedule, instruct, supervise, and evaluate the work of others; participate and contribute to short- and long-term planning objectives; and to interpret and understand budgetary information, construction plans, or other technical information. Capability to inspect equipment to ensure that it is safe and in proper working condition. 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 all functions of the department. Ability to work in adverse weather conditions; to lift a minimum of 50 lbs.; carries, pushes and pulls a variety of tools, equipment and materials; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; and ability to climb up onto and down from equipment. Ability to proficiently operate and instruct the use of various tools and equipment including but not limited to: two-way radio; light to heavy equipment--truck, tractor, motor grader, loader, scraper, dozer & roller, snowplow, street sweeper, dump truck, skid loader, backhoe; weed trimmer; and general power tools. Ability to work evenings/weekends as needed and to work irregular hours—up to 18-hour shifts—when completing snow removal or emergency response. Capability to operate a computer to create reports, process timesheet/leave requests, or complete other tasks assigned.

Education and Experience

High school diploma or equivalent; Considerable experience—at least five (5) year's, including at least two (2) years in a supervisory role—equivalent to Foreman--of progressively responsible experience in street construction and maintenance and/or public works is desirable; or an associate's degree with major course work related to construction

and at least three (3) years of related work experience; at least two years of experience with various computer programs and functions is preferred; OR any equivalent combination of experience and training deemed to be sufficient for the position.

Special Requirements

Possession of a valid driver's license and the ability to obtain a Class B Commercial Driver's License within first six (6) months from hire date. Possession of Nebraska Department of Agriculture Pesticide Applicator's License: Category 9, (Public Health) or ability to obtain within twelve (12) months from hire date. Licensure as a Street Superintendent by the State of Nebraska or ability to obtain is preferable. Must establish and maintain a residence 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.*