**CITY OF MARQUETTE HEIGHTS**

**JOB DESCRIPTION**

**Title: Street Superintendent**

**Union: No**

**Summary**

Oversees the functionality, appearance and safety of city streets, parking lots, right of ways, and buildings/grounds. Additional areas of oversight include storm sewer, street lighting, traffic signs and signals, and vehicle repair. Directs the work of street division employees. Leads maintenance and construction projects.

**Essential Job Functions**

* Hires, directs, and coaches staff for optimal team performance. Creates a positive team culture that reflects the City’s values listed in the last section. Holds employees accountable for division work standards and takes appropriate actions when standards are not being met.
* Oversees construction and maintenance work to ensure high quality work is being performed in an efficient manner.
* Prepares annual, monthly, and weekly work plans to maximize team productivity.
* Prepares requests for proposals (RFPs) for contract services and oversees contract work.
* Coordinates the purchasing of equipment and supplies.
* Prepares division budget for approval by Street Chairman and works within confines of the budget. Advances ideas to improve services and/or reduce costs.
* Provides a safe work environment for employees through development of training programs, maintenance of Materials Safety Data Sheets, and supervision of proper use of safety equipment.
* Reports as needed “on call” for weather-related and other emergencies and coordinates team response. Serves as a member of the City’s emergency response team.
* Responds to requests for service from residents, businesses, or contractors. Uses problem solving skills to resolve issues to customers’ satisfaction. Handles escalated customer complaints in a professional manner. Works with other City departments in a customer-oriented manner.
* May occasionally perform work requiring the use of heavy equipment.
* Performs other duties as requested or as needed.

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

Knowledge of a wide range of intellectual and practical problem solutions, nonverbal symbolism, comprehend most abstruse concepts. Arithmetic calculations involving fractions, decimals, and percentages, area, discounts, circumference, and volume. Thorough knowledge of equipment, materials, and procedures used in street repair, maintenance, and construction.

Skill in the operation of listed tools and equipment.

Ability to compose original correspondence, follows technical manuals, and has increased contact with people. Ability to communicate effectively, verbally or in writing, with suppliers/vendors general public- Federal/State governmental or regulatory agencies. Ability to organize and supervise the activities of various crews performing construction and maintenance work. Ability to establish and maintain effective working relationships with employees, other departments, and the public. Employee will be familiar with details of job to do it reasonably well within one year.

**Tools and Equipment Used:**

Shop equipment

Welder

cutting torch

heavy equipment

trucks

snow blower

street sweeper

power mower/chopper

copy machine

computers

riding lawn tractor/mower

telephone.

**Required Qualifications** ***(Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis)***

**Training and/or Education**

High School Diploma or GED (required)

Desired: Associates Degree or Technical College training in a related field

**Experience**

Related work experience of 5 years

**Licenses or Certificates**

Valid Class B Illinois CDL (required)

IDOT Flagger certification

Ability to obtain a pesticides applicator license within six months of hire date

**Special Requirements**

None

**Physical Demands**

The work is regularly active with periods of heavy exertion and is performed in shop or field settings and outside. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items, and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

**Unusual Demands**

Employees are subject to callback in emergencies.

**Post Offer Requirements:** Completion of a post-offer pre-employment physical and drug screen, along with a background check is required.

**Statement of Working Conditions**

The City of Marquette Heights is a drug-free workplace.

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, employee is exposed to dirt, noise, temperature extremes, storms and other weather extremes, dampness, fumes, vibrations, equipment movement hazards, traffic hazards, dangerous chemicals/solvents, electrical shock, significant work pace/pressure when performing daily tasks. The employee may be required to go into confined spaces or work in high places.

**POSITION ACCOUNTABILITY:**

**Reports to:** Street Chairman of City Council

Supervision Exercised: Supervises all street employees. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending transfers/promotions of employees, recommends discipline, recommends discharge, and recommends salary increases.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and 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 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.