

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Streets	DEPARTMENT NUMBER	210
REPORTS TO (TITLE)	Public Works Superintendent	JOB FAMILY	Public Works
PAY GRADE	7	DATE OF LAST REVIEW	October 2024

NATURE OF WORK

The Street Maintenance Supervisor is responsible for overseeing a Street Department team consisting of 9 full-time and up to 4 part-time employees. Duties encompass assigning and supervising various tasks including PCC street repairs, pothole patching, alley maintenance, levee upkeep, ditching, and other assigned duties. The role also involves managing project timelines and budgets, ensuring the availability of necessary equipment and materials for the crew, and supervising snow removal operations.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Schedules work assignment including pothole patching, concrete street repairs, etc., based on citizen requests, engineering requests, and pre-determined projects;
2. Assists with civil service tests, job interviews, employee timesheet maintenance and employee reviews;
3. Prepares weekly reports and detailed repair logs;
4. Coordinates with other departments to accomplish common goals such as trail repairs, sewer work, clean-up days, traffic control at parades, etc.;
5. Collaborates with the crew to assist in daily tasks;
6. Determines resources needed and available materials to accomplish a given task;
7. Checks job sites for safety concerns, ensuring job sites are safe for the public and workers;
8. Supervises winter season night shift, which includes supervising snowplowing crew and purchasing materials for snow removal.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular, part-time or contracted employees as well as assigns work.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High school graduate or G.E.D. equivalent.

AND

Two (2) years of experience in operating heavy equipment and familiarity of asphalt work;

AND

Five (5) years of familiarity with concrete work.

One (1) year of lead worker or supervisory experience required.

LICENSING / SPECIAL REQUIREMENTS

A Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of equipment and experience in street or highway maintenance;
- Knowledge of ACC and PCC concrete;
- Working knowledge of the principles, practices, tools and equipment used in public works construction and maintenance activities and in the mechanical trades;
- Working knowledge of the hazards and safety precautions of the work;
- Ability to plan, assign and supervise the work of a crew of skilled and unskilled workers;
- Ability to establish and maintain effective working relationships with associates, subordinates and the public;
- Ability to instruct new workers in proper work techniques;
- Knowledge of asphalt;
- Knowledge of snow removal procedures;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: kneeling, crouching, reaching, standing, walking, lifting, feeling, talking, hearing and seeing.

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)

- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY	
DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
October 2024	Updated per Department Feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.