

Streets Superintendent

The City of Bryant Street Department is accepting applications for **Street Superintendent**. Starting annual salary \$43,535, commensurate with experience. Great medical and retirement benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., February 7, 2018 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.

GENERAL DESCRIPTION OF POSITION

The Street Superintendent of the Street Department reports directly to the Public Works Director. Under the administrative direction and guidance of the Public Works Director, this position is responsible for all facets of the street department functions. The Street Superintendent plans, coordinates, and directs the operations and services of the Municipal Street Department and supervises department personnel. Receives and records public requests for street maintenance services, and relays work orders to maintenance crews; responsible for formulating responses to public inquiries and requests for service. The incumbent is also responsible for compliance with City ordinances/policies and applicable Federal, State, Municipal regulatory guidelines, rules, and regulations. The incumbent works with department heads, managers, supervisors, exempt and non-exempt employees, internal and external customers, vendors, consultants, and residential/commercial developers. The Superintendent also performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes and assigns schedules and directs department operations, services, and personnel.
2. Receives and responds to citizen complaints and requests for information for services such as street repair, repair of traffic signals, erection of traffic barricades, and snow removal. Responds to emergency situations.
3. Answers routine questions from public and directs request for other information to designated personnel.
4. Supervises Field Operations – oversees scheduling, progression, and completion of all department work activities to include construction, reconstruction, and required maintenance of streets, alleys, sidewalks, bridges, storm sewers, curbs, catch basins, and gutters.
5. Supervises and Inspects New Street Construction – Measures and tests roadbeds, curb and gutter, storm drains and coordinates with developers and contractors.
6. Inspects job site for work quality and ensures employee compliance with safety protocol.
7. Develops and facilitate master street plan, including roads, bridges, and culverts.
8. Provides technical information and expertise as required in the implementation of special projects or in special situations with regular programs.
9. Supervises operation, allocation, and maintenance of department equipment and materials and monitors maintenance of such, including appropriate records.
10. Conducts on-site inspections of all construction and reconstruction work performed under private contract; also

inspects installation of improvements in new subdivisions to ensure compliance with city regulations.

11. Acquisition of right ways required for construction.
12. Oversees and reviews bid specifications for equipment and materials to ensure compliance with City regulations, construction, requirements and budget constraints; reviews bids and makes recommendations of awarding of such bids based on compliance with specifications.
13. Prepares and submits an annual budget; issues and submits purchase orders that exceed \$1000.00 or are otherwise extraordinary; reviews/monitors expenses of department as necessary.
14. Provides good leadership to department personnel; including interaction with team members, evaluating employee performance and administering promotions, demotions, and disciplinary action as needed; overseeing employee record keeping such as time cards, vacation and sick leave, and monitoring overtime usage.
15. Prepares written reports as requested.
16. Regular and punctual attendance; works overtime as assigned.
17. Attends meetings and confers with staff, City departments, and outside agencies regarding long-range and special projects such as street and drainage maintenance; meet with federal and state agencies concerning road construction and repair.
18. Attends City Council meetings and related committee meetings as necessary and/or requested.
19. Operates a City vehicle in the performance of essential job functions.
20. Performs other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or equivalent degree. At least four years of relative experience in street repair and maintenance, or street construction with at least three years of supervisory duties. Any equivalent combination of experience and education which provides the required knowledge, skill, and abilities. Mental alertness and adaptability to office and field area work routines. Basic proficiency in MS Word and Excel. Possession of or ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated and maintain licensure for duration of employment in this position.

SUPERVISORY RESPONSIBILITIES

Directly manages 3 supervisor(s) and approximately ten employee(s). Departments supervised by this position include Street Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, subject to mayoral approval; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in verbally, in writing, and in small group situations with citizens, employees, vendors, engineering consultants, residential and commercial developers, and the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; either of which would affect the work operations of large organizational component and organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and also attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Driver's License or valid driver's license recognized by the State of Arkansas.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic proficiency in MS Word and Excel.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance (working from a ladder); occasionally required to stand, walk, stoop, kneel, crouch, or crawl, twist or reach out in unusual positions, taste or smell; requires physical coordination (simultaneous use of hands, arms, feet, and legs). The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 40 pounds; The employee must be able to operate motorized equipment such as earth-moving equipment, commercial motor vehicles, chain saws, power saws, jackhammers, lawn mowers, tractors; utilize tools such as axes, shovels, and sling blades. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus and eye-hand coordination.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. The noise level in the work environment is usually loud.