

Streets Superintendent

The City of Bryant Street Department is accepting applications for **Street Superintendent**. Starting annual salary \$57,683-72,104 commensurate with experience. Great medical and retirement benefits package included! Application 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., May 10, 2021 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

This position is responsible for ensuring the safety and quality of the City's transportation roadways through asset management planning by managing the construction, repair, maintenance, and replacement of street systems. Ideal candidates must be experienced in roadway heavy construction from the planning stages to construction completion, be able to maintain accurate records, have the ability to establish grades/verify elevations are correct, read and interpret engineering designs and work well with Engineering Representatives. Also responsible for soliciting contractor quotes and ensuring quality control of all work performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises, trains and evaluates Public Works Supervisors; ensures the safe and productive use of equipment utilized in associated repair work; ensures all proper training and direction is provided for subordinates in the use, care and maintenance of tools and equipment.
2. Plans, schedules and implements construction, maintenance, operation and construction activities designed to provide quality sidewalks/curbs, streets and drainage service for the City.
3. Oversees construction and maintenance work to determine acceptability and conformance to standards; performs periodic inspections of all work in progress.
4. Inspects detected deterioration, repair and maintenance of road conditions and evaluates recommendations for corrective measures.

5. Interprets complex assignments to staff under charge and assigns duties to crews of varying sizes and skills; establishes and adjusts work procedures to meet schedules.
6. Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.
7. Ensures the location of gas, telephone, power, television, water from the appropriate sources prior to excavation and informs crew of such locations.
8. Contacts residents and business owners in areas where roadway access will be interrupted and explains how soon it will be turned back on.
9. Advises Public Works Director of matters that interrupt department activities; provides information to various civic, school and public groups and individuals regarding street problems and services.
10. Participates in complex street repair, maintenance and storm water drainage projects; operates a variety of construction equipment and tools; operates various standard hand-held manual, electrical, and gas powered tools and equipment; operates a variety of specialized trade specific tools and equipment.
11. Must function in severe weather conditions and ability to respond to hazardous/risky situations and direct mitigation efforts in emergencies.
12. Scheduling and coordinating entire project start to finish.
13. Participate in and supervise workers operating light, heavy, and special motorized equipment commonly used in civil construction.
14. Select, hire, and instruct trade labor and subcontractors.
15. Ensure that quality is preserved in the construction process.
16. Follow and maintain budget.
17. Comply with legal requirements, building and safety codes, and other regulations.
18. Create and maintain an atmosphere of teamwork and positive attitudes.
19. Supervise and monitor subcontractors on job sites.
20. Street infrastructure asset management plan.
21. Enforce and promote street master plan.
22. Regular and punctual attendance.

23. Perform any 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

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must have superintendent experience in heavy highway, roadway, and site construction. Minimum of 1 year developing, maintaining and implementing a budget. Valid Arkansas drivers license or a valid drivers license recognized by state of Arkansas. Knowledge of traffic control and standards and pedestrian right of way standards and safety

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Familiarity with and ability to apply complete streets concepts to design. Traffic Management and Control Certification.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key

INITIATIVE AND INGENUITY

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 the organization's clientele.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Street Department

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned,

controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Large. Job creates a monetary impact for the organization from \$10mm to \$50mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial 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, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

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.

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.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

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; occasionally required to stand, walk, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.