STREET MAINTENANCE SUPERVISOR

POSITION SUMMARY

This position is responsible for the oversight of the operation and maintenance of the city's streets, alleys, and parking lots to include general street maintenance, street paving, street sweeping, snow and ice removal operations.

RESPONSIBILITIES

Essential Duties: (May not include all of the duties performed.)

- Provide technical advice and guidance to employees; monitor employee performance and coordinate Street Department activities and projects.
- Respond to and investigate problems and complaints received and ensure resolution when assigned.
- Perform inspections of city streets, alleys, and parking lots to determine maintenance needs. Prioritize maintenance activities to ensure the safety of public thoroughfares.
- Oversee year-round routine maintenance, repair and construction of city streets, alleys and parking lots performed by City personnel or contractors. This may involve utilizing a variety of techniques and procedures, either standardized or customized, to accomplish the tasks.
- Coordinate with other City personnel to assist with projects and tasks on various city properties.
- Assist with preparation of specifications for purchase of replacement or additional equipment and vehicles, departmental budget creation and monitor budget activity.
- May assume duties of department manager in his absence as assigned.
- Provide employees with advanced instruction in the areas of equipment operation, equipment maintenance, safety, work zone signing, and maintenance techniques and procedures.
- Advanced operation of heavy equipment and machinery.
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- Oversee work zone safety while maintaining traffic flow. Ensure state and federal regulations are followed.
- Perform routine and preventive maintenance of vehicles and equipment. Assist with major equipment maintenance and repair as assigned.
- Perform on-call duties.
- Perform other duties of similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of road maintenance and construction techniques;
- Ability to read and comprehend maps, diagrams, and regulations;
- Ability to maintaining files and records;
- Knowledge of city geography and street locations;
- Ability to use and maintain hand and power tools;
- Knowledge of computer operation and software applications including word processing, spreadsheets, and other standard office programs;
- Ability to operate and maintain equipment, tools, machinery, and systems;
- Knowledge of snow removal and ice control techniques;
- Knowledge of Public Works infrastructure and interoperability;
- Ability to work in varying weather conditions;
- Skilled with mathematical calculations;

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- Knowledge of current safety practices;
- Working knowledge of Manual of Uniform Traffic Control Devices;
- Ability to schedule, coordinate, and track multiple work crews;

Judgment/Decision Making:

- Develop objectives, policies, and procedures for maintenance of City streets, alleys, and parking lots within general scope of Street Department goals and plans.
- Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of supervisor.
- Decisions must be accurate to ensure safety of employees and the traveling public.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Supervise Street Department maintenance personnel in daily operations.
- Assist department manager with personnel issues such as hiring, training, performance reviews, and discipline.

Relations to Others:

- Position requires substantial contact on a regular basis with employees of several city departments, along with the public. Contact with the public usually will involve explaining city policies and procedures.
- Entrusted with sensitive information relating to employees and/or city policies or functions.
- Be alert for conflicts between employees within the Street Department or between city departments. Attempt to diffuse situations early if possible, utilizing proven methods of conflict resolution.
- Be innovative and creative if necessary to meet the needs of the citizens of the city.
- Make presentations to small groups of employees or the general public as requested.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Degree (G.E.D.) required at hire
- Five years' experience in field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- North Dakota Class A Commercial Driver's License with tanker and air brake endorsements. Restriction 7 (not authorized for tractor-trailer) is acceptable.
- Road Scholar I Certification - upon hire.
- Road Scholar II Certification - must obtain within 2 years
- Forklift Certification

WORKING CONDITIONS

Environment:

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- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Most work will be performed outdoors.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- May be subjected to exposure to hazardous substances and the danger of injuries due to exposure to the traveling public. Protective measures will be taken to protect employees but the traveling public does not always see or follow these measures. Incumbent must be aware at all times of the possibility these hazards.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

CLASSIFICATION: Grade 17 (PW-17)
FLSA: Non-Exempt
Created: December, 2011
Approved by CSC: December 16, 2011
Approved by City Commission: 5/16/2023
Updated: by Operations Manager Clem, HR Nameniuk 8/18/22, PW Director Zuroff, HR Nameniuk 9/29/2022; 5/2023 - 2023 Budget change – pay grade change from 15 to 16, 1/17/2025 - Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.