



Title: Streets Superintendent

FLSA STATUS: Exempt

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Public Works Operations Manager.

May exercise direct supervision over professional, paraprofessional, full, and part time staff.

MINIMUM QUALIFICATIONS

- **Education:** Associate's Degree in any field or equivalent.

- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, complex systems, equipment and workflow systems and procedures in the application, lifecycle maintenance, repair and replacement of all types of roads, concrete and infrastructure related appurtenances including planning, estimating, contracting, inspecting and budgeting.

- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Driver's license upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience in operational budgeting.
- Experience in project management.
- Experience in capital budgets.
- Previous supervisory experience.
- Significant previous experience in asphalt and concrete mix, application and lifecycle management.



JOB SUMMARY

The purpose of this position is to support the mission of the Public Works Department, Streets Division through a comprehensive Pavement Management Program that is delivered through operational and capital projects with internal and contractual staff; provide technical expertise and oversight in all phases of the program and project delivery including planning and budgeting. Identifies needs; develops project scopes of various complexities; implements solutions through projects; manages assigned staff and project teams composed of consultants, developers, vendors, contractors and stakeholders. Resolves complex problems and implements proactive, innovative and cost-effective solutions. Actively participates in the development of the operational and capital improvement programs and budgets; develops operational procedures and policies; acts as point of contact for interdepartmental and interagency coordination; often leads special projects. Ensures project goals are met in the most efficient manner. Oversees and ensures staff training, performance, productivity and final reporting and closeout for all work orders, projects and programs.

Supports the Operations Manager in personnel and confidential matters as well as day-to-day operations as appropriate.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises and manages staff by planning and prioritizing tasks, ensuring policy and procedure are in place and ensures compliance thereto. Recommends changes and adjustments, to staffing levels and assignments and provides ongoing input and evaluation of staff performance, development and productivity.
2	Manages multiple, ongoing capital programs. Identifies projects that are in line with departmental needs and goals. Defines project scope, budget and method of project delivery and quality controls. Coordinates with other departments, agencies and stakeholders to minimize and avoid conflicts in projects and to coordinate efficiencies and logical order where possible. Leads special projects and studies as related to infrastructure. Evaluates options and recommends final solutions.
3	Provides technical support. Evaluates accuracy and applicability of plans, specifications and conformity thereto. Ensures procedural conformity for procurement, contract and authorization of projects.
4	Oversees all intra and extra-departmental organization and coordination to avoid conflicts and redundancies. Resolves problems, conflicts and challenges for the successful completion of projects.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands 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.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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.				
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Small tools utilized for testing temperature and materials, computers, printers, scanner, copy/fax machine, and related software, telephone.

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed boots, protective clothing, protective eyewear and hard hat.