

CITY OF GLENDALE

TITLE:	Streets Superintendent	CLASS CODE:	929
REPORTS TO:	Public Works Director	GRADE:	33
DEPARTMENT:	Field Operations	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY

Plans, organizes, and manages the activities and staff involved in the maintenance and repair of city streets, alleys, sidewalks, curbs, and gutters.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and manages the activities and staff involved in the maintenance, repair, and cleaning of streets and roadways.
2. Develops and implements yearly preventative maintenance strategies.
3. Makes recommendations regarding bid proposals; prepares RFP's and participates in the development of bid specifications for new equipment and materials.
4. Develops and monitors the divisional budget.
5. Responds to and handles citizen complaints.
6. Oversees projects contracted out to the private sector.
7. Develops, analyzes, and monitors maintenance strategies used in the Pavement Management System.
8. Reviews engineering plans as they relate to street projects and programs.
9. Conducts field reviews on street maintenance activities.
10. Reviews and ensures compliance with state, federal, OSHA, and EPA rules and regulations.
11. Conducts research and prepares management reports on materials, methods, and equipment.
12. Assists in the development of departmental policies and procedures.
13. Helps plan safety seminars and meetings for employees.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Civil engineering principles
Construction, maintenance, and repair of streets and roadways and of pavement management
Federal, state, county, and city regulations and policies pertaining to safety and street maintenance
Management policies, procedures, and techniques

Ability to:

Establish and maintain effective working relationships with employees, city officials, other professionals, contractors, and the public
Operate a computer
Plan, organize, and manage the activities and staff of various street maintenance programs
Effectively communicate, verbally and in writing

WORKING CONDITIONS

Office setting with field inspections.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering, or a related field, and five years of experience in construction, maintenance, and repair of streets and roadways, including two years of supervisory experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Arizona driver's license