

SUPERINTENDENT OF ROAD AND STORM SEWER MAINTENANCE

NATURE OF WORK

This is responsible administrative and supervisory work directing the maintenance, repair and cleaning activities of a street and storm water system.

Work involves responsibility for planning, assigning and supervising the maintenance and repair of hard surfaced and non-hard surfaced roads and a storm water system; participating in the preparation of equipment specifications for new equipment in conjunction with the Superintendent of Fleet Services; and maintaining road medians, highway right-of-ways and open drainage channels. Work also includes directing the snow removal and vegetation control programs; preparing an annual budget request and monitoring the expenditure of funds. Work is performed under the general supervision of the Transportation Maintenance Coordinator with work being reviewed in the form of conferences, reports submitted and results achieved. Supervision is exercised over a large group of skilled, semi-skilled and unskilled subordinates.

EXAMPLES OF WORK PERFORMED

Plans, assigns and supervises the maintenance and repair of a street and storm water system.

Plans and directs the snow removal program including material spreading, plowing, and removal of snow.

Directs, through subordinate supervisory personnel, vegetation control including spraying and mowing of medians, highway right-of-ways, and maintenance facilities.

Plans and directs, through subordinate supervisory personnel, all street cleaning operations.

Prepares annual budget request and monitors the expenditure of funds; participates in the preparation of equipment specifications for new equipment in conjunction with the Superintendent of Fleet Services.

Monitors and schedules employees for Department of Transportation alcohol and controlled substances testing.

Reviews and recommends approval or disapproval of all promotions, performance appraisals and varied personnel actions to the Transportation Maintenance Coordinator.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of equipment, methods and procedures related to the maintenance and repair of hard surfaced and non-hard surfaced roads.

Thorough knowledge of the materials and techniques utilized in the maintenance of hard surfaced and non-hard surfaced roads and a storm water system.

Thorough knowledge of snow removal and street cleaning practices and procedures.

Knowledge of City of Lincoln drug and alcohol testing procedures.

Knowledge of engineering survey techniques.

Knowledge of the materials and equipment required in spraying and maintaining medians, highway right-of-ways, and maintenance facilities

Ability to plan, assign and supervise the work of skilled, semi-skilled and unskilled subordinates engaged in the maintenance and repair of hard surfaced and non-hard surfaced roads and storm water systems.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to prepare reports and maintain records.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with four years of experience in municipal transportation construction and maintenance programs including six month of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Revised 11/2004

PS5020