



## Position Description

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**Position Title:** Streets Supervisor

**Department:** Public Works

Non-exempt

**Reports to:** Public Works Director

**Date:** Job Description last revised 12/10/2019

### **GENERAL DESCRIPTION OF DUTIES:**

Supervises the municipal workers for the streets and stormwater drainage systems. Provides oversight of street maintenance programs. Provides a lead role in performing a wide variety of manual labor and semi skilled work related to the construction, maintenance and repair of the City street infrastructure and general public works. Works with the Director, city staff, and Consultants during the design and construction of street, water, and sewer system projects.

### **ORGANIZATIONAL RELATIONSHIPS:**

Provides support to the Public Works Director and fellow members of the department. Serves as the Streets Supervisor for Public Works street municipal works. Works closely with city departments as well as contractors and developers.

### **ESSENTIAL DUTIES:**

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Serves as leader and provides supervisory support to street municipal worker staff.
- Works with Director to manage street programs such condition assessment, asphalt maintenance, point repairs, snow plowing/removal, and drainage improvements.
- Periodically performs manual labor and skilled labor, in the repair and maintenance of public works infrastructure.
- Operates a variety of equipment to include loader, backhoe, and motor grader. Must be proficient in the operation of all pieces of equipment and proficient in the operation of the dump/snowplow truck. Performs basic maintenance services on all equipment or vehicles operated.
- Ability to assist with the installation of water meters, water lines, sewer lines and various water related activities on an as-needed basis.
- Works in adverse weather conditions and after normal working hours when needed.
- Required to accurately complete associated paperwork including permits, tracking work orders, locates, and other data management.
- Work with GIS and other computer related software related to asset management and work order management of activities within the division.

### **EDUCATION AND EXPERIENCE:**

High school diploma or equivalent

Demonstrate ability in a leadership or supervisory role

Complete five (5) years of experience in construction trades, utility maintenance, excavation or related field, or any combination of education and experience that provides the required knowledge, skills and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstration of leadership abilities and capable of being a self-starter
- Ability to multi-task and establish priorities
- Working knowledge of all Public Works policies and directives.
- Must be able to interact positively with public and contractors.
- Has capability to read and discuss engineering drawings
- Working knowledge of common hazards and safety precautions necessary for public works operation.
- Possess valid Colorado's driver's license
- Ability to establish and maintain effective working relationships with employees, other agencies, and the general public.

**ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

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.

The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

**PAY/SALARY RANGE:**

\$58,907 to \$88,360 Annually. Hiring range up to \$73,633 Annually.

**GENERAL DESCRIPTION OF BENEFITS:**

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.