

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB157 Streets Supervisor
POSITION #/TITLE: 384, 511, 667, 2423 Streets Supervisor	Adopted: 05-07
	Revised: 03-15

POSITION DESCRIPTION

Dept /Division: Public Works/Maintenance	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2538/NB439/Streets Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Reflective Vest, Foot, Hearing, Protective Clothing	

General Statement of Duties

Supervises the construction, maintenance and repair of the City’s street system including street medians, right-of-way and public easements; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of heavy and light equipment operators, area drivers, drivers, concrete finishers, and laborers.

Examples of Essential Work (Illustrative Only)

- Plans, organizes, and supervises the construction, maintenance and repair of the City’s streets and related facilities and grounds;
- Coordinates annual, monthly and weekly work schedules and plans special projects with the Streets Superintendent;
- Establishes job priorities and time frames for equipment operators, drivers, laborers and concrete workers;
- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
- Supplies, maintains and reviews daily employee work orders and other payroll and work records as required;
- Monitors leave utilization and staffing requirements;
- Defines, implements, and documents standardized work practices including the type activity, description of work, unit of measure utilizing ENERGOV or similar program;
- Provides recommendations to existing levels of service of existing or proposed programs;
- Utilizes ENERGOV to deploy formal work planning and scheduling consistent between work crews;
- Supervises the seal coating, asphalt lay down, blading, pot hole, street sweeping, and leaf pickup activities to maintain the City’s street infrastructure;
- Supervises water retention basin, drainage, ravine and barrow maintenance and general street maintenance and flood control;
- Supervises and coordinates snow plowing and collection, sanding and ice removal activities;
- Inspects medians, right-of-ways and public easements before and after maintenance and repair to insure proper care and maintenance;

Coordinates the implementation and continued practice of cost tracking systems and continuous improvement processes; Supports continuous process improvement initiatives;

Coordinates and interviews prospective candidates for employment and provides recommendation to Streets Superintendent;

Supervises preventive maintenance activities for vehicles and equipment and ensures that tools and equipment are maintained in good condition;

Trains employees on equipment, task procedures, work standards and proper safety procedures,

Inspects streets and related facilities noting areas that require attention and incorporates this work into daily or weekly schedules;

Prepares purchase order requests, orders and purchases materials in accordance with Purchasing Services policies and procedures;

Conducts project planning and design and monitors for completeness of specification requirements;

Develops, plans, and recommends short and long range programs for full depth concrete street, ADA ramp, and sidewalk replacement rehabilitation to the Streets Superintendent;

Develops, plans and recommends short and long term programs for asphalt patches, milling, overlays, inlays, sealcoating, or other best practice maintenance methods;

Responds to customer complaints and concerns in a timely fashion;

Enforces safety regulations and trains employees in proper practices and procedures;

Performs highly specialized and skilled maintenance and construction work such as concrete removal, sawing, base stabilization, setting forms, mud jacking, calculates concrete to be used, pours and finishes concrete;

Ensures traffic flow at work areas follow established Manual on Uniform Traffic Control Devices (MUTCD) guidelines;

Inspects traffic setups for accuracy, maintains traffic control signage including construction signage, cones, temporary no parking signs and delineators;

Reviews contractor traffic control devices at various locations and ensures compliance with the MUTCD;

Maintains inventory of necessary parts for completion of projects including but not limited to sweeper gutter brooms, concrete steel, vehicle fluids, plow blades, and safety equipment;

Ensures frontline staff is performing all work duties and activities in accordance with the City policies, procedures, work rules and bargaining contract;

Investigates and recommends corrective action to Street Superintendent when necessary;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in street construction, maintenance and repair;

Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures for street construction, maintenance and repair; ground maintenance and repair and erosion control.

Thorough knowledge of the operation of tools used in street construction and maintenance including but not limited to backhoes, rollers, lay down equipment, concrete mixers, excavators, milling machine, mud-jack, crack sealers, seal coat equipment, sweepers, and hand and power tools; ground maintenance equipment.

Thorough knowledge of the specifications and design characteristics of concrete sidewalks, ADA ramps streets, curbs, and gutters;

Knowledge of MUTCD practices and guidelines;

Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to read and interpret blueprints and construction specifications;

Ability to operate and instruct personnel in the operation of tools and machinery used in street construction, maintenance and repair activities;

Ability to respond in times of emergency or need at short notice to organize and motivate City staff and volunteers in response to emergency or need including snow removal and flooding;

Ability to communicate effectively and maintain working relationships with the Streets Superintendent equipment operators and maintenance personnel, contractors, subcontractors, sewer maintenance supervisors and personnel, other City employees and the public both orally and in writing, using both technical and non-technical language;

Ability to prepare accurate and reliable reports, both written and digital, in containing construction specifications, maintenance and repair components, findings, conclusions and recommendations;

Ability to enforce and regulate standards in accordance with Section 9-11 of the Municipal Code relating to snow & ice control on sidewalks;

Ability to organize and maintain city forces to follow standard operating procedure for snow & ice control on sidewalks and bridges in accordance with the Snow and Ice Control Policy and Procedures Manual of Cedar Rapids;

Ability to provide specialized expertise and leadership in the planning and administration of the sidewalk, ADA ramp compliance, concrete street rehabilitation, asphalt maintenance, and seal coating programs;

Ability to develop and maintain effective working relationships with property owners, contractors, staff, elected officials, special interest groups, and the general public;

Ability to effectively utilize a laptop/notebook computer or other technology and specific applications from the field to improve work flow, work reporting, documentation, photographic documentation, and email;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or possession of a GED; and
Considerable experience in street construction, repair and maintenance, including supervisory experience;
or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate hand and power tools and heavy equipment;
Sufficient manual dexterity, which permits the employee to operate computer equipment, hand and power tools, and heavy equipment;
Sufficient personal mobility, which permits the employee to operate machinery and move construction materials.