



City of Casa Grande

Streets Superintendent

GENERAL PURPOSE: Under limited supervision, plans, organizes, directs and supervises the staff and activities of the Streets, Airport, Fleet and Equipment Maintenance Divisions.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the Division staff and activities to maintain City roadway infrastructure in safe condition; provides leadership to assure that Streets construction and maintenance services are provided in alignment with the City's strategic objectives.
- Plans, organizes, implements and oversees roadway maintenance and in-house construction projects; prioritizes projects and inspects jobsites to assure quality work projects and effective use of resources.
- Plans and manages resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational, budget and financial data; analyzes future needs and forecasts equipment and resource requirements.
- Directs the development and administration of budgets, policies, projects and programs to effectively and efficiently deliver services to City residents.
- Analyzes traffic, roadway conditions, drainage, and community needs, and develops action plans to meet City priorities; works with City Departments, external agencies, and other organizations to define and resolve street construction and maintenance priorities and issues.
- Provides direct management of Pavement Management Program (GBA).
- Monitors and manages operations and assures that jobsites and program activities are in compliance with all laws, regulations, policies and safety standards.
- Reviews street construction and maintenance trends and issues, and recommends operational improvements.
- Supervises staff and evaluates performance; monitors operations and reviews the work of assigned staff to assure the efficient and timely accomplishment of assigned duties and responsibilities; trains staff and coordinates safety training programs.
- Attends public hearings and meetings as required; serves as City representative to various agencies and organizations as necessary.
- Performs other duties as assigned or required.

JOB DESCRIPTION
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SUPERVISION EXERCISED: Supervisors and foreman.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and seven (7) year's roadway construction and maintenance program experience, including two years of management experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, goals, policies and procedures.
- Knowledge of the materials, methods and techniques commonly used in street construction, maintenance and repair operations.
- Knowledge of the principles, practices and methods of project and administrative management, including budgeting, planning, bid specifications and records management.
- Knowledge of program planning and risk management principles.
- Knowledge of Manual on Uniform Traffic Control Devices (MUTCD), MAG specifications, and OSHA safety rules and regulations.
- Knowledge of safety standards and practices in hazardous traffic environments.

- Skill in interpreting and applying street construction and maintenance standards and procedures, Federal and state rules and regulations, and City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in reading and understanding construction blue prints, technical documents and electrical schematics.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a Valid Arizona Commercial Drivers License; specific technical training, certifications or license endorsements may be required.

Physical Demands / Work Environment: Work is performed outdoors and in Public Works facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.