



City of Casa Grande

Streets Supervisor

GENERAL PURPOSE: Under general supervision, organizes and supervises the staff and activities of the Streets Construction and Maintenance Division.

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 Streets Division staff and activities to maintain City streets in safe condition; provides leadership to assure that Streets Division services are provided in alignment with the City's strategic objectives.
- Plans, organizes, and supervises maintenance and construction activities for roadways, rights-of-way, alleys, medians, and storm water drainage systems; prioritizes and schedules projects, and assigns crews and equipment; inspects jobsites to assure quality work projects and effective use of resources.
- Assists in the development of budgets and project priorities to provide Streets Division services to the City residents; orders required materials and supplies.
- Identifies areas of City infrastructure in need of repair and maintenance, and recommends corrective actions; works with City Departments, external agencies, and other organizations to define and resolve street construction and maintenance issues.
- Monitors and manages operations and assures that Streets Division jobsites and program activities are in compliance with all laws, regulations, policies and safety standards.
- 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.
- Investigates public complaints relating to the operations of the Division.
- Maintains time, material and equipment usage records. Collects and compiles statistical data for inclusion in reports. Maintains data bases and files as necessary.
- Assists in the preparation of bid specifications for projects and equipment, and budgets.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Crew Leaders and Equipment Operators.

JOB DESCRIPTION
8305 Streets Supervisor.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and five (5) year's roadway construction and maintenance project experience, including two years of supervisory 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 project planning and management methods.
- 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 road construction blue prints and electrical schematics.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in operating equipment.

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.