



STREETS AND DRAINAGE SUPERVISOR

NATURE OF WORK

This is skilled work in the operation of all public works equipment. Work involves responsibility and participation for the activities of work crews of streets and drainage maintenance workers and skilled or unskilled workers. Work entails unique first-line supervisory abilities and extensive knowledge of construction practices. Assignments received are both oral and written, and work is reviewed by the Streets and Drainage Superintendent usually through observation, inspections and routine meetings.

TYPICAL EXAMPLES OF WORK

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Operate all types of public works equipment and train or instruct equipment operators.
2. Assign subordinates to jobs, instruct how work is to be done, and monitor their performance for correctness and efficiency.
3. Check a variety of conditions or situations brought about by weather, citizen's requests or other events, such as icing, drifting, break-ups, potholes, and drainage issues.
4. Investigate complaints and provide information to superiors.
5. Schedule daily activities and sequence of work while keeping the Streets and Drainage Superintendent informed.
6. Assist Streets and Drainage Superintendent in general operation of division.
7. Observe needs, provide input on projects, and assign work activities and methods/solutions to accomplish the same.
8. Act for Streets and Drainage Superintendent in their absence for short periods.
9. Lead and direct snow and ice removal operations.
10. Review and provide input on work in the right-of-way permit applications.
11. Serve on-call duty as required by departmental operations.
12. Perform various public works maintenance tasks and related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of public works construction and maintenance methods and practices of operation and maintenance of public works equipment.
- Considerable knowledge of applicable laws, ordinances, policies and practices.
- Considerable knowledge of materials, and of hazards and safety practices.

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- Ability to operate complex automotive and power driven equipment skillfully and safely.
- Skills to manage and direct assigned work force, in particular the Streets/Drainage Worker II employees to their full ability.
- Ability to maintain detailed and accurate records and reports.
- Ability to communicate and coordinate with contractual service providers.
- Be knowledgeable of MS4 storm water regulations.
- Good physical condition.
- Ability to establish and maintain effective working relationships with other employees and with the public.

An employee in this class, upon appointment, should have the equivalent of the following training and education:

- Considerable experience in the operation of various types of heavy automotive or special driven equipment, including some supervisory experience in public works construction and maintenance.
- Graduation from an accredited high school, supplemented by an associate degree in engineering or equivalent. Bachelor's degree preferred.
- Five to ten years of progressively responsible supervisory experience in work involving construction and maintenance of streets, sidewalks, curbs, gutters and drains.
- Hold a MI Class B UST System Operator certification.
- Possess an Industrial Storm Water Operator certificate.
- Computer skills and a high level of proficiency in MS Word and Excel.
- MI CDL class A license with tanker endorsement.

Approval:

 11-1-2016

Personnel Director

Date

 11/1/16

City Administrator

Date

 11/2/16

Mayor

Date

November 2016