

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Streets Superintendent
FUNCTIONAL AREA: Public Works Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to perform responsible administrative and professional work assisting the Director of Public Works with the planning, organization and management of Streets Division maintenance, repair and construction. Employees in this classification perform at middle management, and are responsible for ensuring the safety and quality of the City's transportation roadways. This position also has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction and/or renovation of streets within the City. Employee works with a high degree of independence and initiative, however, confers with the Public Works Director on matters involving unusual operational, administrative or legal problems.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Recommends and assists in the planning, organization and implementation of capital improvement and special projects; assists in the formulation of division operations and procedures.
- Assists in the planning, organization, and implementation of streets maintenance, repair and development activities; assists in the coordination of renovation, construction and development projects.
- Serves as project supervisor for Streets improvement projects and monitors facilities construction/renovation, and oversees work of City employees and sub-contractors; obtains building permitting for improvement projects.
- Directs, supervises, trains, evaluates and schedules assigned personnel and lead staff; prioritizes daily tasks and long-term objectives.
- Inspects Streets and submits recommendations on the upkeep, upgrade, construction and/or renovation of roadways.
- Performs moderately complex administrative and accounting duties, e.g., reviews and evaluates project data, generates and submits reports and documentation, researches special projects and issues.
- Researches and evaluates public roadways to ensure the safety and general welfare of the general public as directed by the Public Works Director.
- Assists in the preparation and management of project budgets; oversees procurement of all materials and equipment; evaluates and submits payment for invoices.
- Participates in interdepartmental meetings for the dissemination of information.

Streets Superintendent

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by five (5) to seven (7) years responsible experience in Streets maintenance, repair and construction, to include three (3) to four (4) years experience within a leadership/supervisory position; or an equivalent combination of education, training, and experience. Must obtain General Contractors License within one year of employment.

Knowledge, Skills, & Abilities –

Considerable knowledge of streets, sidewalk, drainage systems maintenance, repair and construction.

Ability to understand, follow, coordinate and direct written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, management and the general public.

Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (100+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some work is performed in outdoor/shop environments. Due to the nature and location of this work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.