



<b>CLASSIFICATION TITLE:</b> Streets Supervisor	<b>JOB NUMBER:</b> 7132	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Transportation Manager	<b>PAY GRADE:</b> 21	<b>FLSA STATUS:</b> Exempt

## GENERAL SUMMARY

Performs intermediate skilled technical work planning, coordinating and directing the operations of the Street Maintenance Division, and related work as apparent or assigned. Work is performed under the limited supervision of the Transportation Manager ("supervisor"). Continuous supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Plans and coordinates the effective and efficient activities of the street maintenance division; directs a variety of activities and operations in the construction, maintenance and repair of City streets, pavement repair and maintenance, curbs, gutters, rail and other related work.
- Evaluates techniques, programs, tasks, personnel needs, equipment needs, budget preparation, and implementation in coordination with Transportation Manager.
- Demonstrates and participates in the proper and safe operation of vehicles, equipment and tools; reviews work practices for proper safety procedures and supply with proper safety equipment; reviews personnel duties to ensure timelines and quality of work.
- Schedules, assigns, and directs assigned maintenance staff to ensure adequate staffing, equipment and materials for work projects, emergency response, and winter maintenance.

- Inspects work in progress and upon completion to ensure projects are performed in compliance with codes, specifications, quality standards, work orders and time schedules.
- Coordinates division operations with other City personnel, businesses and the general public; communicates with the public, contractors and government agencies to receive suggestions, resolves complaints and provides information and explanations; follows up on issues raised by the public, contractors and government agencies as necessary.
- Estimates materials, time and personnel required to complete work projects; develops schedules, including alternate schedules in case of inclement weather conditions.
- Plans annual pavement preservation program for execution by streets maintenance staff and Capital Projects group.
- Prepares and maintains a variety of records related to division activities, personnel, equipment, goals and preventative maintenance that follow guidelines set by Federal, State and local authorities.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Advanced and specialized construction, maintenance and repair, procedures, practices and methods used in street maintenance.
- Applicable codes, regulations and standards.
- Operation, use, care and maintenance of a variety of specialized and heavy equipment and tools.
- Design and layout of informational and traffic control signs.
- Interpersonal skills using tact, patience and courtesy.
- Layout and operation and activities of street systems.
- Policies and objectives of assigned city systems and activities.
- Health and safety regulations, practices and procedures.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.

**Skills and abilities to:**

- Read, interpret, explain and apply technical plans, specifications and State laws and regulations related to assigned division activities.
- Direct a variety of specialized activities in the construction, maintenance and repair of City streets, signs, and other related work.
- Ensure work projects are completed according to code, specifications, timelines and safety requirements.
- Direct the construction, maintenance and repair of city streets, signs, and traffic control symbols.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices and health and safety regulations.
- Maintain records and reports related to work performed.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

- Valid First Aid/CPR certification upon hire.
- Valid Flagger certification upon hire.
- Valid driver's license.

**EDUCATION AND EXPERIENCE**

High school diploma or GED and three (3) years of increasingly responsible experience in street construction and maintenance, including at least one (1) year in a lead or supervisory role.

## COMPETENCIES

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

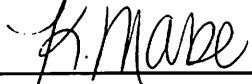
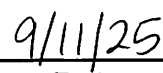
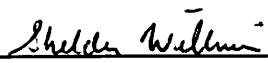
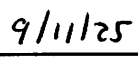
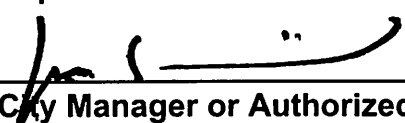
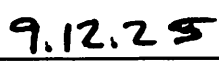
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the regular and punctual attendance at the office or other assigned locations; work requires the frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date