

# **STREET SUPERINTENDENT JOB DESCRIPTION CITY OF ALIQUIPPA**

Updated 8//01/2023

**JOB TITLE;**           **Street Superintendent**

**DEPARMENT:**       **Public Works**

**STATUS:**           **Current Position**

**TERMS:**           (1)     Permanent Full-Time daylight  
                          (2)     Salary Position

**SUPERVISION:**     **City Administration**

## **GENERAL SUMMARY**

The Street Superintendent is responsible for the overall management of all public works operations, (except those that fall under the authority of the utility) including but not limited to streets, fleet maintenance, garbage pickup, recycling, snow removal, construction oversight, and municipal building maintenance. The Street Superintendent reports directly to the City Administrator. The Street Superintendent works closely with the Elected and Appointed Officials, city and utility staff, contractors, and the general public. This full-time position is supervisory and salary. Salary will be based on qualifications.

### **1.     EDUCATION AND EXPERIENCE REQUIREMENTS:**

- A.     High school degree or GED required. Prefer associate or bachelor's degree with public works/engineering concentration; or any combination of education and experience that provides the necessary knowledge, skills and abilities.
- B.     Seven years of related experience in the public works field including employee management and supervision.
- C.     Knowledge and experience in public works budgeting and financial control.
- D.     Strong oral and written communication skills and analytical abilities.
- E.     Must obtain and maintain a CDL with ABC endorsements.
- F.     Requires working knowledge and ability to use surveying and leveling equipment. Candidate must have the ability to read and interpret blueprints.
- G.     Understanding collective bargaining agreement language and enforcement.

## 2. **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to twenty-five pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## 3. **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including back-hoe, dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, front end loader, road grader, street roller, manlift, tamper, plate compactor, saws, pumps, propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch, personal computer, calculator.

## 4. **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate to loud.

4. **DUTIES, POWERS, AND RESPONSIBILITIES:**

- A. The duties and responsibilities of the Street Superintendent include directing the effective and efficient performance of the Street Department employees and coordinating and expediting all City services, functions, and programs.
- B. Directing such studies as are necessary to determine the most economical and efficient operation of public works programs when deemed necessary.
- C. In addition to management duties performed by Superintendent, incumbent will also strive to spend a majority of each day working with the street department employees maintaining City streets, sidewalks, and public property. This includes determining work procedures, preparing work schedules, and expediting workflow, issuing written and oral instructions.
- D. The Street Superintendent shall be responsible for all day-to-day operations and services provided by the street department, including supervision of all street department employees in the monitoring and enforcement of all City Ordinances, Resolutions, State Statutes, Federal laws, administrative rules, and Council directives. This includes, but is not limited to, filing Federal, State, or County reports as required to maintain or increase revenue sources.
- E. The Street Superintendent shall establish and implement administrative procedures to increase the effectiveness and efficiency of the street department which are fully consistent with approved policies established by the City Council. The Street Superintendent shall be responsible for the development of policies and procedures to ensure the security of City property.
- F. Superintendent will participate in a standby program to assist with after-business-hours situations.
- G. Enforce City Personnel Rules and Regulations as approved by the City Council. This includes recommending revisions to personnel policies when necessary, evaluating, in conjunction with the City Administrator, the performance of employees on a regular basis and recommending to the City Administrator the promotion, and when necessary, the reprimanding, suspension or termination of street department employees.
- H. The Street Superintendent shall verify the accuracy of time sheets turned in by street department employees. The incumbent shall implement safety policies and procedures.
- I. The Street Superintendent shall strive to maintain the most efficient department possible with the ultimate goal of saving the city taxpayers money.
- J. Maintain a positive public image and demonstrate a professional level of interaction with City residents, vendors, and others both in and out of the organization.

- K. Plan, direct, and inspect the repair and maintenance of streets, curbs and gutters, signage, storm sewers, and sidewalks.
- L. Street Superintendent shall have overall responsibility to maintain parks, except those duties assigned to the Park and Recreation Director. The Street Superintendent will be responsible to handle extraordinary circumstances.
- M. Incumbent will attend all regular scheduled meetings of the Common Council and have a report ready for Council packets by 12 noon on the Friday before the scheduled meeting. Superintendent may from time to time be required to attend special Common Council Meetings and/or Committee Meetings as requested by the City Administrator.
- N. Other duties as assigned by the City Administrator.

**5. SPECIAL REQUIREMENTS**

The duties listed above are intended only as illustrations of the several types of work that may be performed by employees in this job classification. 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 description does not constitute an employee agreement between the City of Aliquippa and the employee and is subject to change by the City of Aliquippa as the needs of the Third-Class City and requirements of the job change.

**5. SELECTION GUIDELINES**

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.

APPROVED BY THE COUNCIL OF THE CITY OF ALIQUIPPA  
ON THIS 26<sup>th</sup> DAY OF July, 2023.