

MAJOR FUNCTION

This is responsible supervisory work in the construction, maintenance and repair of streets, sidewalks, storm sewers and related public works projects. Work may also involve the maintenance of facilities and equipment. Work is performed under the general administrative direction of the Manager-Public Works Operations and is reviewed through reports, meetings and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans and supervises the construction, repair, and resurfacing of City streets. May coordinate capital projects and other department/division projects. Supervises the construction, repair and maintenance of storm sewers and drain systems. Supervises patchwork of City streets, alleys, curbs and sidewalks. Plans, assigns and supervises the work of equipment operators, truck drivers, semi-skilled and unskilled laborers engaged in construction, maintenance and repair projects assigned to street section. Reads and checks blueprints for accuracy in related construction projects. Handles complaints from the public concerning street problems. Supervises facility maintenance; plumbing, electrical, heating and air-conditioning repairs; construction or repair of truck bodies, trailers, buildings, office renovations; installation or repair of doors, windows, roof of buildings; on-site inspections and cost estimates; monitoring project cost; scheduling and prioritizing projects. Recommends the selection, placement, promotion, transfer, grievance resolution, discipline and dismissal of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Trains new employees. Performs related work as required.

Other Important Duties

Attends meetings and keeps necessary records on employee attendance, disciplinary action, payroll and construction projects. Prepares reports as required. Prepares related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the modern road and storm sewer construction and maintenance methods. Considerable knowledge of the use and maintenance of modern road construction equipment, machinery, tools, etc. Considerable knowledge of effective supervisory techniques. Ability to plan and supervise the work of others. Ability to understand, interpret and effectively carry out written and oral instructions accompanied by construction plans. Ability to record and to prepare reports. Knowledge of standard tools, materials, methods and practice of trade area(s) assigned. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or recognized equivalent certificate and six years of experience that includes the construction and maintenance of streets or similar public works facilities, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

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