City of Aurora
JOB DESCRIPTION

TITLE: SUPERINTENDENT OF STREET MAINTENANCE

JOB CODE: 246

DEPARTMENT: Public Works

SALARY GRADE: E18

LABOR GROUP/PAY PLAN: Executive Pay Plan

FLSA STATUS: Exempt

LOCATION: Streets

EFFECTIVE: 1/1/2019

Definition

Under administrative direction of the Director of Public Works, plans, coordinates and directs the operation of the City of Aurora Street Maintenance Division, Manages traffic sign installation, street sweeping, tree trimming and removals, right-of-way mowing, roadway markings, curb painting, tree planting, snow removal coordination across all City Divisions as well as contractor efforts. Oversees a staff of nearly 40 employees and an operations budget over $7 million. During snow events responsibilities expand to cover other Divisions as well.

Physical Demands and Equipment

Essential Functions of the Job

1. Plans, directs and coordinates a comprehensive daily maintenance program for all City streets; through administration of schedules, administration of maintenance agreements, and supervision of the work activities of a staff of skilled workers and outside vendors engaged in the construction, maintenance and repair of streets and bridges throughout the City of Aurora.

2. Develops and runs the City's snow operations including coordination with **all** other Public Works Divisions as well as the numerous contractors that are called in to assist. Determines when and how equipment and salt are utilized for each storm event. Control salt usage and assist in the process of locating additional salt should it become necessary, evaluates new techniques and equipment to make the city more efficient and environmentally friendly.

3. Establishes and administers divisional operating policies and procedures to ensure the most efficient methods and economical means of maintenance programs; identifies priorities and delegates assignments accordingly.

4. Forecasts, estimates budgets and prepares city council resolutions for divisional needs and costs; monitors the expenditure of allocated funds for divisional operation; formulates and specifications for requisitioning of new equipment, tools and supplies.

5. Coordinates activities of the Street Division with various City departments and divisions (e.g., Engineering Division, Special Events, Mayor's Office, Electrical Division, etc.) for resolution of problems concerning streets; ensures the investigation of complaints; disseminates information concerning divisional functions, when necessary.

6. Prepares records, reports and files; reviews and maintains employee activity logs.

Last Reviewed: 00/00/0000

7. Prepares annual, monthly and weekly work plans to maximize team productivity.

8. Reports as needed "on call" for weather-related and other emergencies and coordinates team response. Serves as a member of the City's emergency response team.

9. Complete employee performance evaluations and provide ongoing counseling and feedback.

10. Attend meetings of the City Council and the various sub-committee meetings: Government Operations, Finance, City Council etc.

11. Works with Human Resources for the hiring of personnel.

12. Coordinates the City's tree planting program, from purchase to installation.

13. Performs other related duties as required or assigned.

Required Knowledge and Abilities
- Requires thorough knowledge of the principles, practices and techniques involving the design, construction, operation and maintenance of Public Right-of-Way.
- Requires ability to devise, layout and supervise varied design, construction and maintenance operations.
- Requires ability to organize, plan and coordinate the activities of a multiple divisions.
- Requires ability to develop and implement long-range plans and programs.
- Requires ability to make decisions on divisional policies and on complex administrative problems and issues.
- Requires ability to establish and maintain effective working relationships with other City officials, departmental officials, employees, and the general public.
- Requires the ability to make decisions that are consistent with program development and normal budgetary constraints.

Qualifications for Hire
- Bachelor's Degree or equivalent work experience.
- Requires at least ten years of management experience.
- Requires at least eight years of progressive supervisory experience.
- Requires a valid Class A - CDL license.
- Requires a valid applicator and operator license for the use of pesticides

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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 employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____ , acknowledge that I have received a copy of my job description. The description of SUPERINTENDENT OF STREET MAINTENANCE describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the 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 by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

_____   _____

Applicant/Employee Signature   Date