



City of Aurora

JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT OF
STREET MAINTENANCE

JOB CODE: 261

DEPARTMENT: Public Works

SALARY GRADE: E17

LABOR GROUP/PAY PLAN: Executive Pay Plan

FLSA STATUS: Exempt

LOCATION: Streets

EFFECTIVE: 7/13/2021

Definition

Under administrative direction of the Director of Public Works, Assistant Director of Public Works and the Superintendent of Streets or their designee, plans, coordinates and directs the operation of the City of Aurora Street Maintenance Division. Tasks for the Division include traffic sign installation, street sweeping, tree trimming/removal, right-of-way mowing, roadway markings, curb painting, tree planting, snow removal coordination across all City Divisions and contractors. Oversees a staff of nearly 40 employees and an operations budget over \$7 million.

Physical Demands and Equipment

Essential Functions of the Job

1. Assists in the planning and coordination of the comprehensive daily maintenance program for all City streets; through administration of schedules and 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. Assists with the development and operation of the City's snow operations including coordination with all other Public Works Divisions and all contractors that are called in to assist. Determines when and how to deploy equipment, personnel and salt/brine specifically for each storm event. Control salt usage and assist in the process of locating additional salt sources should it become necessary, evaluates new techniques and equipment to make the city more efficient and environmentally friendly.
3. At the direction or absence of the Superintendent, 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 and budgets for equipment and personnel replacements/additions; prepares council resolutions and attends meetings to discuss replacements/additions. Monitors the expenditure of allocated funds for divisional operation; develops specifications for requisitions of new equipment, tools and supplies.
5. Coordinates activities of the Street Division with various other departments/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.

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6. Prepares records, reports and files; reviews and maintains employee activity logs.
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 as appropriate.
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, signage 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 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 five years of management experience.
- Requires at least five 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

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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.

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JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of ASSISTANT 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