

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Street/Stormwater Superintendent**
Department: Street

FLSA Status: Exempt
Union Status: Non-represented
Updated: November 2020

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This is a highly responsible supervisory position in the construction, operation, repair, maintenance, and all related phases of municipal street/transportation and storm drainage systems. The position is also responsible for the development and implementation of departmental policy, division programs, projects, budget preparation, invoice approval, and other related work as directed.

SUPERVISION RECEIVED:

This is an appointed "at will" position under the direct supervision of the Public Works Director. Work is reviewed through personal conferences, group meetings, written and oral reports, and an annual evaluation.

SUPERVISION EXERCISED:

Supervises subordinates, and crews engaged in the construction, operation, repair, and maintenance of the municipal street/transportation and storm drainage systems and facilities, vehicle shop operations, and traffic control programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Develops, maintains, and evaluates street and storm systems records, and programs, identifies equipment and machinery specifications needs, basing all decisions and recommendations on such data.

Is responsible for the development of goals, objectives, and programs for the divisions and makes recommendations regarding modifications and/or changes while conforming to all current applicable federal and state laws and regulations in addition to local related statutes and ordinances.

Arranges for training and employee development relating to street and storm system issues, assists other supervisory personnel to maintain an effective safety program. Attends meetings and conferences, and participates in presentations relating to street and storm systems.

Responds to emergencies and issues arising during and after normal working hours as needed. Investigates and

follow-up on issues related to sidewalk hazards, branch/brush obstructions, and right-of-way concerns.

Promotes pedestrians and bicycle safety and implements programs to comply with the American's with Disabilities Act.

Applies for project funding and performs project management of capital projects to ensure compliance with the funding agency, Title VI, and City code requirements.

OTHER DUTIES:

Communicates effectively verbally and in writing using the English language.

Serves and participates as a member of the Public Works Department management team.

Attends city council and other meetings, conferences, and events as necessary, including meetings held before or after normal business hours. Travels within the city as well as out of town to conferences or training.

Must be readily available at all times to respond to problems and emergencies. May require long work hours, weekend work, and extended stays at work, particularly in response to emergency events.

Follows all applicable safety rules and procedures.

Reviews professional literature as necessary to keep abreast of current trends.

And such other related tasks, duties, and responsibilities as assigned. Duties may be expanded, decreased, or altered at the discretion of the Public Works Director.

EDUCATION AND EXPERIENCE:

Graduate of an accredited high school or GED equivalent. An Associates of Arts/Science college degree OR any combination of experience, education, and training that would provide the level of knowledge and ability required. A minimum of five years of progressively responsible supervisory and management experience is desired.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

Licenses, Certifications, and Other Requirements:

Must possess a valid Washington State Drivers License with a good driving record. Out of state applicants must possess a valid license for the state of residence and must obtain a valid Washington State Drivers License within 30 days of appointment. (Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis).

Must successfully satisfy a background investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Washington State Department of Transportation (WSDOT) and American Public Works Association (APWA) standards, Federal and State regulations and laws, and NPDES requirements related to storm drainage, street/transportation, and traffic control systems management, operations, construction, maintenance and repairs including occupational hazards and safety precautions associated with confined spaces, construction sites, traffic safety, automotive shop work, and street and storm systems maintenance work.

Able to communicate effectively, both orally and in writing, and use sound reasoning and judgment in the performance of job functions and work effectively with the Public Works Director, other division leaders, and co-workers, to achieve the City's programs and goals.

Able to perform the physical demands and essential duties and responsibilities described.

Able to carry out written or oral instructions and assigned duties in conformance to applicable safety and security standards, evaluate and implement corrective actions, plan, organize, implement and administer storm and street system programs, projects, and operations, and operate a variety of standard office equipment including a computer, word processing software, spreadsheet software, database software, calculator, adding machine, telephone, copy machine, fax machine, motor vehicle, vehicle-mounted distance measuring computer.

SPECIAL REQUIREMENTS:

Possess a valid Washington State Driver's license with a good driving record. Be able to successfully satisfy a background investigation. Have a First Aid Card, a Flagger's Card, and a Work Zone Safety Certification or obtain them within 12 months of hire date. Also, be trained in confined space entry, both requirements, and supervisory responsibilities.

MACHINES, TOOLS, AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools, and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Motor vehicles, personal computers, telephone, portable and base radios, fax and copy machine, and personal protective equipment including face, eye, and hearing protection.

PHYSICAL DEMANDS:

The physical demands described here 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 job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop, and plant setting, operate typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities, construction sites, or maintenance operations may require walking moderately long distances through the steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force

occasionally, and/or up-to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects.

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.

Work is performed primarily at the Public Works Department in an office and shop environment with frequent travel to other city offices and facilities. Occasional visits to field facilities, construction sites, or maintenance operations may be required. The noise level is generally that expected in a typical office/shop environment but will vary at other locations. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards may be encountered while visiting other locations.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related, or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.