

STREET SUPERINTENDENT

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the Streets Division, which include planning, budgeting and supervising street, bridge and related rights-of-way maintenance throughout the City and Parish. Nature of work is supervisory and administrative with frequent field inspection and technical problem solving requirements. Incumbent works under the general direction of the Director of Bridges, Roads and Traffic and has supervisory responsibilities for large numbers of foremen, equipment operators, skilled and unskilled workers.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans maintenance, construction and repair of streets (asphalt, concrete, gravel, etc.), bridges and sidewalks; right-of-ways, medians, boulevards, shoulders, bridges, sidewalks and curbs along with maintenance of any trees, shrubs and appurtenances within those public rights-of-way; establishes policies and procedures, estimates costs, prepares proposed budget; oversees and coordinates purchases of materials and equipment. Administers and monitors operating budget. Reviews procedures and schedules with foremen, operators and engineering personnel, approves or institutes changes. Identifies and prioritizes street, sidewalk, right of way and grounds problems, follows through with solutions. Anticipates need for, assigns and monitors use of vehicles and equipment by crews and projects.

Provides research and responses to related legal issues. Coordinates and provides assistance in emergency situations and hazardous spills. Provides labor and equipment for special events such as Mardi Gras, Festival International, Parades, Downtown and Horse Farm events and clean-up for same and fountain maintenance. Maintains City-Parish owned properties. Manages the Court Services Litter Abatement program.

Participates in planning, analyses of needs, projections of future demands; assists in preparing specifications, standards and methods. Prioritizes the scheduling of work assignments, participates in planning and needs analyses. Formulates specifications, evaluates bids, inspects work, initiates payments and recommends final approval of street, bridge, sidewalk and driveway construction and repair. Directs assistance in emergencies, material spills, special events and maintenance of city / parish property.

Meets with citizens, elected officials, answers questions, presents maintenance and construction plans and reports.

Responsible for all supervisory duties such as interviews, recommendations for hiring and termination of employees, employee evaluations and discipline and oversees training of employees and conducts safety meetings.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of methods, materials and equipment employed in the construction, maintenance and repair of streets, sidewalks and bridges.

Thorough knowledge of the city / parish street system, locations, characteristics, its existing and emerging problems.

Knowledge of basic civil engineering, environmental regulation, policies and procedures required to administer the street maintenance division.

Ability to plan, organize, implement and modify a civil construction and maintenance operation involving large numbers of personnel and heavy equipment.

Ability to establish and maintain effective working relationships with elected officials, managers, employees and general public.

DESIRABLE TRAINING AND EXPERIENCE

Completed college in a civil engineering related field and substantial progressively responsible experience in construction and maintenance of streets, pavements, roads and bridges, or an equivalent combination of education and experience.