

JOB TITLE: STREET/TRANSPORTATION & RECYCLING SUPERINTENDENT (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Public Facilities/Capital Improvements & GIS Director and in compliance with State Statute and City Code.

JOB SUMMARY: Responsible for the operation, planning and supervision of the Street Division and Recycling Center; oversees maintenance of department equipment and vehicles; oversees the vector control operations; prepares and manages annual budgets; prepares required reports; responds to citizens requests and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans, directs and coordinates all work projects/programs in the Street Division, and Recycling Center. This work includes maintenance, repair and construction of streets, alleys, sidewalks, storm sewers/drainage structures, right-of-ways, dike and emergency flood pump station; maintenance and operation of recycling facilities; and assistance with general maintenance and upkeep of other City buildings and properties. Makes sure employees receive proper training and evaluates their work performance.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends meetings of the Mayor and City Council, as directed by City Administrator; prepares required reports for City Administrator and keeps him/her briefed on department projects/activities as well as any problems; inspects the construction of streets, curbs, driveways and sidewalks; and other duties as assigned.

SKILLS AND ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with elected and appointed officials, City employees and the public; thorough knowledge of equipment, materials, policies, practices, and regulations relative to the Street, and Recycling Center; working knowledge of record keeping, budget preparation, cost analysis and personnel practices; ability to manage, supervise and schedule work of employees; ability to read, understand and explain engineering drawings related to streets, sidewalks, storm sewers, playground equipment and cemetery lot layout; ability to plan short and long-range projects; ability to operate two-way radio; ability to work more than 40 hours per week if necessary; ability to operate a computer; ability to operate all equipment of Street, and Recycling Center.

EXPERIENCE AND TRAINING: Graduation from high school and seven years of experience in the maintenance and construction of streets and/or public works, plus five years of supervisory experience; two to three years of experience with various computer programs and functions; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid Class B Commercial Driver's License; a valid EPA Pesticide License in Category (09) Public Health; ability to obtain a Nebraska Department of Roads Responsible Charge Certification within two years and licensed as a Street Superintendent by the State of Nebraska within one year of being hired.

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