

Job Title: **Street/Drainage Supervisor**

REPORTS TO: **CITY MANAGER**

LOCATION: **PUBLIC WORKS BUILDING**

Exempt Status - NO

SUMMARY: Supervises the overall operation of the Street/Drainage Departments, directs activities of workers concerned with drainage of streets and other construction projects, including work assignments, approval, organization, and completion of paperwork, and repair/replacement/maintenance work on all City of Vidor streets by performing the following duties personally or through subordinate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages employees of the division by: recommending and establishing goals and objectives; overseeing and participating in the development of the overall work direction including the various areas of responsibility; communicating goals, objectives, and accountabilities to department employees; assigning and supervising work activities; performing hiring, employee performance review, and disciplinary functions for assigned employees; and working with employees to correct performance deficiencies and improve on areas of strength.
- Manages the street and drainage maintenance operation and activities including street and drainage repair by: assisting in the development of the department work plan for a comprehensive maintenance program; submitting recommendations for the department budget; administering the approved budget; monitoring current unit programs for relevance and effectiveness; authorizing requisitions and expenditures for tools and materials; identifying tool and equipment needs; developing specifications; contacting vendors; and inspecting work sites before, during, and after completion to ensure satisfactory and thorough workmanship and the adherence of staff to safe work practices.
- Communicates policy and direction to others by: responding to the general public and other organizations regarding street and drainage issues; planning and conducting staff meetings; meeting with other division managers to establish and review departmental service goals and priorities; coordinating projects, maintenance, and emergency needs with other City departments; and assisting with hands-on maintenance, safety, and related training in the field.
- Provides technical assistance on the most difficult jobs and ensures continuous, effective maintenance of the City's streets and drainage areas; performing the most complex work within

the work unit; troubleshooting, identifying, and initiating corrective action regarding complex street or drainage issues.

- Preserves and enhances the quality of life for the citizens of Vidor, Texas, by observing the City's guiding principles.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises eight to ten employees in the Street/Drainage Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent required. 5 years experience in street and/or drainage management required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, City policies and procedures, written instructions, general correspondence; MSDS safety manuals; traffic signs and warning labels. Ability to write reports, business correspondence, procedure manuals, purchase orders, requisitions, time sheets, leave requests, work orders, printouts, policy letters, evaluation and counseling forms. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Basic math skills for reviewing, proofreading work orders, invoices, timesheets, etc.

REASONING ABILITY:

Prioritizing assignments, problem-solving, comparative abilities to determine the most effective allocation of the City's people and resources.

PHYSICAL DEMANDS:

The physical demands described here are representative to those that must be met by an 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear, and taste or smell. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Most job tasks performed outdoors; exposure to extreme temperatures and weather conditions, possible exposure to cleaning chemicals, insecticides, pesticides and herbicides, dirt and dust. Works in or near road traffic; with power equipment and heavy equipment.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:

Power tools and hand tools, push mowers, front line mowers, edgers, trimmers, pruning tools, chainsaws, air blowers, chippers, hydro-mulch machines, chainsaws, pickup truck, and pesticide/herbicide sprayers, tractors, flatbed trucks, trac loader, Gradall, maintainer, dump trucks, and other heavy equipment.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety glasses, gloves, steel toe boots, protective outer wear, orange vests and safety cones, lifting belts (other personal protective equipment provided as needed).

OTHER REQUIREMENTS:

Class B (CDL) Texas Driver's License with acceptable record required.