

## **STREET DEPARTMENT SUPERINTENDENT**

### **JOB DEFINITION**

The purpose of this position is to manage, organize, and direct the programs and activities of the street and shop department, as well as, secure compliance with building, housing, zoning, plumbing and mechanical regulations covering building and housing location, construction, alteration or repair. This entails direct supervision of assigned personnel for street repair and upkeep of city streets and drainage system as well as maintenance activities in the shop. Employees in this role inspect buildings and housing for compliance with regulations for structural safety, fire safety, zoning, plumbing, mechanical and related requirements. Superintendent will ensure communication with city residents on a problem solving basis as needed. Incumbent works under general supervision of the Mayor.

### **ESSENTIAL FUNCTIONS**

- Supervise assigned personnel to include job assignment, safety supervision, inspection of work performed, and vehicle/equipment use and maintenance.
- Complete maintenance and/or construction assignments regarding city streets, right-of-ways, alleys, drainage easements, and properties in a timely and efficient manner.
- Train and instruct personnel with regard to policies, procedures, safety, and equipment.
- Coordinate emergency operations with other departments and assisting agencies.
- Supervise assigned personnel in the maintenance of city equipment as done in the shop facility.
- Communicate directly with city residents on a problem solving basis as needed.
- Ensure equipment maintenance schedules are prepared and implemented.
- Participate with other departments and agencies in the planning for emergency situations.
- Perform assigned personnel evaluations.
- Develop and implement new jobs, projects, or functions on an as needed basis.
- Perform routine labor as required.
- Perform all other job related tasks/duties as assigned by the Mayor.
- Meet with the City Planning Commission and Board of Adjustments.
- Review site plans submitted and make recommendations; assist developers in solving problems of design; hold pre-construction conferences with developers, contractors, and utility companies.
- Make on-site inspections for applicants seeking zoning changes, site design approval, proposed sites for subdivisions, complaints, code enforcement, and suspected violations of regulations/ordinances.
- Inspect buildings and housing in the process of construction for compliance with code requirements; inspect sites before construction for practicability of plans; check sites before footings are poured and check construction in progress.
- Inspect alteration and repair jobs by checking sites and existing structures; check roof and foundation connections for structural additions; inspect other work in progress. Monitor required business licenses at job sites.
- Communicate with various State agencies to insure city compliance with existing regulations.
- Communicate regularly with city departments.
- Inspect houses for structural condition; check complaints involving housing and yards.
- Examine plans submitted with permit applications for conformance with code and zoning requirements; investigate complaints and potential violations.
- Inspect plumbing, electrical, and mechanical installation in progress and on completion to insure compliance with local and State regulations.
- Issue permits and answer inquiries concerning building, housing, plumbing, and mechanical code requirements.

- Condemn buildings considered unsafe for human occupancy and notify property owners when houses must be demolished or repaired; explain the repairs that are required to bring houses up to standard.
- Maintain records of inspections, including code violations; appear and give testimony before the Board of Adjustment in cases of appeals to that agency.
- Monitor and enforce Sign Ordinance
- Perform other job related work as required

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of city and department policies, procedures, and rules.
- Extensive knowledge of safety rules including accident causation and prevention.
- Considerable knowledge of all assigned equipment, ADEM storm water permitting, ALDOT specifications, guidelines, and city ordinances.
- Some technical knowledge of all assigned equipment as to facilitate supervision of equipment repair.
- Skill in writing to complete required forms and records.
- Skill in reading to understand plans, manuals, directives, instructions, and procedures.
- Ability to communicate information to the city residents and higher supervision.
- Ability to train personnel in the proper and safe use of required tools and equipment.
- Ability to work well with the general public and other necessary contacts.
- Ability to communicate specific, and sometimes detailed, instructions to assigned personnel.
- Ability to coordinate assigned projects and duties with other supervisors and their personnel.
- Extensive knowledge of building construction materials and methods, and of stages in construction when possible violations and defects may most easily be observed and corrected.
- Extensive knowledge of city building and housing, plumbing, electrical, and zoning codes and related laws and ordinances.
- Considerable knowledge of the geography of the city.
- Ability to make presentations as required to represent the city's position on job related matters.
- Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.
- Ability to read and interpret plans, specifications, and blueprints quickly and accurately and to compare them with construction in progress.
- Ability to keep a complete, concise set of simple records.
- Ability to establish and maintain pleasant working relationships with subordinates, the general public, property owners, and public officials and to enforce the building and housing codes with firmness and tact.

## **QUALIFICATIONS**

- Must be a graduate from an accredited high school or hold a certificate of high school equivalency (GED).
- Must have a minimum of five (5) years of public works experience including two (2) years of personnel supervision.
- Must possess a valid Alabama driver's license, Class A CDL, and a driving record suitable for insurability.
- Must be willing to travel overnight to attend continuing education courses and workshops.
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills necessary to perform the essential functions of the position.
- Must be willing to work non-standard hours as required and overtime as required

- Preference given to those with experience in construction and/or municipal administration, city planning or other relative fields.
- Hold certifications as required by the State of Alabama.
- Hold a CAPZO certification or acquire within two years of hire date