

CITY OF HELENA



Position Title: Streets, Traffic and Fleet Services Superintendent

Department: PW/Streets/Traffic/Fleet Services

Position #: 14611

Grade: 155

EEO Category: (08) Svc Maintenance FLSA: Exempt

EEO Function: (02) Streets & Highways/Fleet Work Comp Code: 9410

DEFINITION

Under general direction, to supervise, plan, and coordinate the activities and operations of the Streets & Traffic Division and the Fleet Services Division within the Public Works Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED

Supervised by the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, technical, maintenance, and administrative staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES Streets and Traffic Division

Coordinate the organization, staffing, and operational activities for the Streets and Traffic Division including street maintenance; snow plowing; sanding; de-icing; traffic counts; traffic control signing and lighting.

Participate in the development and implementation of goals, objectives, policies, and priorities for street, traffic, identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the Streets and Traffic Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Streets and Traffic Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Provide staff assistance to the Public Works Director; prepare and present staff reports and other necessary correspondence.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations; manage, plan, and coordinate barricades and other traffic control measures with other City departments and outside organizations for parades, fairs, and events held for public access as well as public emergencies.

Important & Essential Duties continued:

Participate in subdivision review for streets and storm drainage issues, solid waste container locations and container cage construction. Review conditional use permits, boundary line adjustments, infrastructure plan submittals for commercial and residential developments.

Coordinate a wide variety of projects with other government agencies, utility companies and contractors. Create and review contracts for a variety of street and solid waste related projects. Project supervision and oversight.

Participate in design of new facility construction and upgrades of existing facilities. Participate in the maintenance of existing Streets and Traffic facilities and Solid Waste shops facilities and Transfer Station.

Monitor the condition of streets and alleys, asphalt, street drains, signal lights, street lights, signs and markings, and parking lots; schedule maintenance services; advise and direct maintenance services.

Select appropriate equipment and materials to complete the work according to specifications, verbal instructions and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Manage the operation and maintenance of equipment, machinery, vehicles and power tools in the area of assignment; ensure the proper utilization of safety precautions related to all work performed; provide safety training and operation instruction for employees.

Manage annual street inventory and evaluation review; monitor records with a Pavement Management Program.

Coordinate City of Helena construction activities; prepare specifications for chip seal, slurry seal, overlay, and other projects; ensure compliance with pertinent bid specifications, codes and regulations; manage and direct contractors in various projects.

Respond to and resolve difficult inquiries and complaints.

Participate in the development of division budgets and capital programs. Monitor and manage budgets for effective resources and staff utilization.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of street maintenance and repair programs, traffic control, signage and signal maintenance.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES Fleet Services Division

Develop and maintain a centralized Fleet Management Program, providing computerized informational services and centralized fleet maintenance.

Establish fleet replacement policies, equipment standardization and acquisition and management of the fleet replacement revolving fund. Develop specifications and bid specialized and construction equipment and oversee public bids on said equipment.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff and operator training; work with employees to correct deficiencies; implement discipline and termination procedures.

Responsible for the development and implementation of division budgets, programs, goals, objectives, policies, and priorities for the Fleet Services Division; identify resource needs; recommend and implement policies and procedures.

Direct, coordinate, and review the work plans for Fleet Services Division personnel; meet with staff to identify and resolve problems; assign work activities and projects; prioritize work order requests; monitor work flow; review and evaluate work products, methods, and procedures.

Important & Essential Duties continued:

Oversee the use and operation of all fleet vehicles; identify vehicle pool locations and composition, develop pool policies, establish and monitor a personally assigned vehicle policy, develop personal vehicle use policy, ensure that vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of vehicles, provide management services for the Fleet Services and Shop and Fleet facilities.

Identify opportunities for improving service delivery methods and procedures; review with the Fleet Management Advisory Committee and appropriate management staff; implement policies, programs and improvements.

Development and administration of the Fleet Services Division's budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Provide management of the Fleet Replacement Revolving Fund, including determination of vehicle life, updating of vehicle revolving fund annually and providing consistent funding for vehicle replacement.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Public Works Director; advise on program development and implement changes, prepare and present staff reports and other necessary correspondence; review divisional reports to ensure compliance with appropriate departmental and

Inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.

Develop and administer preventative maintenance standards and schedules; prioritize work order requests; recommend bus and equipment replacement.

Oversees the division's parts section; control ordering of parts for special repairs and parts to be kept in stock.

Respond to and resolve difficult inquiries and complaints.

Develop specifications for all mobile equipment and accessories; prepare bids and complete purchase of selected acquisitions; coordinate vehicle acquisitions under the State of Montana Fleet Purchasing agreement; manage and coordinate disposal of City surplus vehicles.

Coordinate fuel acquisition in compliance with EPA; manage the collection, storage, use and disposal of City and public waste-oil and anti-freeze programs.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

Assume responsibility for the maintenance of the Fleet Services Division and buildings, landscaping, and general grounds upkeep.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to

the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Perform related duties and responsibilities as assigned.

Principles and practices of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Basic engineering, design and construction of streets and roadways.

Various types gravel materials, asphalt, asphalt oils and the proper uses and application of all these products.

Principles and practices of snow and ice removal.

Pertinent Federal, State, and local laws, codes, and regulations.

Principles and practices associated with a labor union work force including grievance procedures, negotiations, and seniority issues and personnel actions.

Occupational hazards and standard safety practices necessary in the area of street maintenance and construction.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Appropriate vehicle and equipment needs and uses for departments

Chip seal products and procedures

Operational characteristics, services and activities of a comprehensive vehicle maintenance and acquisition program.

Modern and complex principles and practices of vehicle maintenance and acquisition program development and administration.

Mechanical engineering principles, practices, and methods as related to vehicle maintenance.

Methods, materials, techniques, and equipment used in vehicle maintenance and acquisition and municipal bus transit.

Skill to:

Operate a wide variety of equipment and tools used in street/traffic maintenance, repair, and construction in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Communicate effectively verbally and in writing.

Accept responsibility, prioritize and make sound decisions

Operate a two-way radio.

Ability to:

Manage and coordinate the work of supervisory, technical, and unionized maintenance personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Ensure the maximum utilization of manpower, equipment, and supplies.

Manage and coordinate the work of administrative, technical and maintenance personnel involved in vehicle maintenance and repair.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Physical Demands & Work Environment:

Ability to work in a standard office environment with some exposure to cold, heat, noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible municipal operations, maintenance, construction, and contract administration experience including three years of management and supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business or public administration, mechanical engineering or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

After reading this job description, as of this date, would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____

Revised January 2011