

DESCRIPTION OF WORK

Under general direction of the Director of Public Works, directs and supervises the development, maintenance, repair and construction of highways, roads, bridges, streets, curbs, sidewalks and related facilities.

DUTIES-EXAMPLES OF WORK**ESSENTIAL DUTIES:**

Plans, organizes, schedules and directs programs of maintenance and construction of streets, sidewalks, bridges and related structures; develops and monitors standards for work crews; supervises the preparation of roads and streets requiring paving and resurfacing and operation of asphalt plant; establishes street sweeping program; oversees street markings and striping; supervises the installation and maintenance of barricades, traffic signs and markings; establishes and directs a program for removal of snow; inspects and supervises the construction of curbs and driveways, excavations and backfills of public utility work involving the cutting of pavements; plans, schedules, assigns and inspects the work of repair and maintenance crews and equipment; plans and supervises the street cleaning programs; determines needs and prepares budget estimates; orders supplies, materials and equipment; prepares reports and correspondence; monitors adopted budget and controls expenditures; trains workers; assists in administering personnel matters; receives and acts upon complaints; responds to emergency calls at any time.

OTHER DUTIES: Assists other departments as needed; installs Christmas lighting; operates equipment when needed; performs related duties.

QUALIFICATIONS

Thorough knowledge of the materials, equipment, procedures and practices employed in road, bridge and street construction and maintenance.

Thorough knowledge of snow removal, street cleaning and painting methods.

Ability to plan and lay out a comprehensive work program, to estimate costs and to develop a budget to carry out that work plan.

Ability to carry out mathematical calculations.

Ability to supervise and direct the day-to-day operation in line with the approved budget.

Ability to operate a wide variety of road equipment.

Ability to inspect public works activities.

Ability to prepare schedules and reports.

Ability to establish and maintain effective working relationships with other employees, officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work, to lift and carry up to 75-100 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, twist, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate equipment and a vehicle and work a computer;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, manuals, plans, gages, traffic signs and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and five years of experience in the maintenance and construction of streets and/or public works, including two years of responsible supervisory experience.

SPECIAL REQUIREMENTS: Possession of a valid Class B CDL.