

Middletown, CT Job Description

Classification Title	Assistant Superintendent of Streets
Job Code	
Department	Public Works
Union Group	Teamsters 671
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist the Superintendent in managing the safe operation of city streets and property and supervising the construction, repair and maintenance of City streets and bridges and other division operations. The work is performed under the direction of the Superintendent of Streets and Sanitation.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists in managing and overseeing all division operations. Evaluates work methods and procedures. Provides on-site supervision of work crews. to Ensure compliance with health and safety regulations and requirements.
- Supervises department personnel; provides instruction and training; plans, coordinates, assigns and reviews work; maintains standards; allocates personnel, and evaluates performance. Administers contracts and oversees the work of contractors. Consults with Fleet Manager on status of city equipment and fleet. Prioritizes repairs and delivers parts.
- Plans and schedules snow and ice control and removal operations. Manages and performs duties alongside Parks Department.
- Oversees transfer station operations. Oversees city-wide bulk waste pickup. Responds to emergency calls from dispatch center.
- Schedules and supervises the construction, repair and maintenance of roads, bridges and catch basins. Maintains contact with road crews, Construction Inspector and Side Walk Inspector. Ensures supplies are delivered.
- Schedules and oversees street sweeping, storm damage repair, masonry, carpentry and painting work; street and sign painting, mowing and trimming, leaf and brush pickup, etc. snowmobile for town events.

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- ~~Oversees all City evictions including the posting of eviction notices. Schedules all eviction auctions; collects and deposits money. Ensures proper maintenance and stock of equipment.~~
- ~~Oversees the removal of dead animals from City streets.~~
- ~~Prepares a variety of statistical and narrative reports.~~
- ~~Coordinates the purchase of new equipment with the Fleet Manager; coordinates refuse pickup with the Assistant Superintendent of Sanitation.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Associate's degree in Highway Maintenance or a related field with seven years of highway maintenance or construction/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. High School Diploma or equivalent and at least 7 years of supervisory/heavy equipment operator experience.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~Position requires a Commercial Drivers' License, State Landfill Certification and Confined Space certification. Landfill/Transfer station certification and Public Weigher License.~~

PREFERRED QUALIFICATIONS

~~State of Connecticut Road Master's program and thorough knowledge of the constructions field and OSHA laws.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.~~

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~~Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of City grounds and infrastructure~~

- ~~• Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Knowledge of construction and grounds maintenance field~~
- ~~• Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, reports, time cards, invoices, eviction notices, inventories, drawings, diagrams, maps, correspondence and general operating manuals. Ability to coordinate with multiple agencies during emergencies~~
- ~~• Requires the ability to communicate orally and in writing with the Superintendent and all division personnel, other City departments, contractors, surveyors and the public. Knowledge of two cycle motor maintenance~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in ~~T~~training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

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Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under conditions that require exposure to environmental factors such as temperature extremes. This exposure may cause some discomfort and presents a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/25/15
Dates revised	