

Middletown, CT Job Description

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

PURPOSE OF POSITION

The purpose of this position is to perform supervisory, administrative and professional work in planning and organizing environmental, sanitation, street, traffic control, lights and other public works projects. ~~manage and supervise the construction, repair and maintenance of City streets and bridges, to oversee rubbish collection and disposal, the Recycle Center and Paint Department and to monitor emerging conditions. The work is performed under the direction of the Director of Public Works.~~

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.

- Manages and administers the operations of the Streets and Sanitation ~~Division;~~ develops Division. Develops and evaluates work methods and procedures. Ensures compliance with all health and safety regulations and requirements.
- ~~Identifies problems and recommends solutions to the Director.~~
- Supervises all division personnel. ~~;~~ provides instruction and training; ~~;~~ plans, schedules, coordinates, assigns and reviews work. ~~;~~ allocates personnel, ~~m~~Maintains standards and evaluates performance. Administers contracts and oversees the work of contractors.
- Oversees the response to emergency situations. Coordinates emergency services with dispatch center. ~~including storms and natural disasters; coordinates operations with other City departments.~~
- Manages and oversees snow and ice control and removal. Coordinates towing vehicles to respond to snow storms.
- Manages and oversees maintenance, construction and repair of streets, bridges, unimproved roads, catch basins and storm sewers. ~~;~~ schedules street sweeping program, mowing and brush cutting, leaf pick up, sign and street painting, etc.
- Manages and oversees Sanitation Department operations, which ~~i~~includes bulk waste program, rubbish collection and disposal, Recycle Center operations, etc.

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- ~~• Prepares a variety of statistical and narrative reports.~~
- ~~• Recommends purchases and coordinates vehicle repair with the Fleet Manager; oversees vehicle emissions requirements.~~
- ~~• Assists in preparing annual and CNR budgets; maintains records of all inventories; edits time cards; orders supplies for winter and summer operations. Coordinates radio purchases and repair.~~
- ~~• Oversees City-wide evictions.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree with Five to eight years in and Assistant Superintendent Position and street maintenance experience. of progressively responsible streets and sanitation/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

Other

- ~~• Position requires a Class A Commercial Driver's License, a Landfill/Recycle Center Certificate and Competent Person certification. Public Weigher's Certificate. Commercial Driver's License Class A~~

PREFERRED QUALIFICATIONS

~~Bachelor's degree in Management~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the aability 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.~~
- ~~• Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~

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- 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.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as time cards, invoices, accident reports, evictions, guidebooks, drawings, diagrams, contracts, regulations, codes, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director and all division personnel, other City personnel, contractors, engineers, vendors and the public.~~Knowledge of operation and maintenance of heavy and light equipment, machinery and hand tools
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~Knowledge of materials and equipment used in maintenance and construction of streets, parks and solid waste programs
- Knowledge of principles and practices of construction and maintenance
- Knowledge of local, state and federal laws and regulations
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- 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 Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job

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- 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 Meet 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, light and heavy vehicles and equipment, radios, monitoring systems, 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.~~

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~~• 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.~~

Exerting up to 100 pounds of force occasionally, up to 50 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:	03/15/15
Dates revised	