



**City of Klamath Falls**

**Position Description**

Position: Streets & Equipment Supervisor	Group: Management/non-represented
Department/Div.: Public Works/Streets & Equipment	FLSA: Exempt
Evaluated by: Streets & Equipment Manager	Salary Grade: 124

**Summary**

Supervises, assigns, reviews and participates in the work of staff responsible for providing street maintenance and fleet services. Emphasis on assignment and scheduling of duties and ensuring that activities are carried out to meet the objectives of the division. This position regularly inspects work sites to determine whether benchmarks have been achieved and troubleshoots special problems in the field and on projects. Performs other related duties as assigned.

**Distinguishing Career Features**

This is the senior position leading and performing street maintenance and repair, and fleet services. Advancement to this level requires experience with street maintenance, signs and striping and construction maintenance operations.

**Essential Duties and Responsibilities**

- Directs, supervises, plans and coordinates the work of individuals and crews engaged in the maintenance, repair and construction of City streets, e.g., street grading, asphalt patching, traffic marking and painting, snow and ice removal, sign installation and maintenance, traffic safety, etc.
- Issues work orders and dispatches individuals and crews and equipment as necessary to meet work priorities.
- Helps to create, review, and approve traffic control plans for City staff, contractors, event organizers, for activities within the City Right of Way.
- Issues site construction permits and monitors work for in-house contracted projects.
- Responds to and investigates accidents and near-miss incidents within the Streets & Equipment Division.
- Coordinates cost and scheduling tasks to ensure that project schedules and costs are consistent and within established division budget.
- Inspects City streets to determine maintenance schedules and procedures.

- Ensures divisional compliance with local, state, and federal safety regulations and procedures, to include, an understanding and use of the Manual on Uniform Traffic Control Devices (MUTCD).
- Reads/interprets work orders, blueprints, diagrams, and site plans; prepares estimate of work materials and costs.
- Estimates and maintains vehicles, materials, supplies, tools and equipment.
- Writes work reports, time reports, material usage reports and general correspondence.
- Assists the Streets & Equipment Manager in developing and monitoring the divisional budget, e.g., street materials, supplies, and fleet.
- Responsible for the development and management of the City's Pavement Management System (PMS).
- Investigates and responds to complaints and contract disputes.
- Responsible for the inspection and quality control of in-house and contractor support pertaining to street construction.
- Coordinates and assists in the hiring of contractor support for street operations – snow removal, asphalt, rock, etc.
- Represents the division during design and final inspection of all street construction projects managed out of the City capital projects plan, development review group, and State transportation improvement programs.
- Performs street construction, maintenance, and repairs to City streets.
- Represents the Streets & Equipment Manager in meetings.
- Participates in and coordinates emergency preparedness and incident training.
- Supervises Streets & Equipment division staff.
- Carries out supervisory responsibilities in accordance with City policies and applicable laws.
- Assists Streets & Equipment Manager in evaluating performance, addressing complaints, and resolving issues within the division.

## **Qualifications**

- **Knowledge and Skills**

Knowledge of: equipment, techniques, materials, and tools used in the performance of maintenance, repair and construction of City streets; procedures and techniques common to street construction, maintenance and repair methods, e.g., street cleaning, storm drain maintenance, concrete repair, snow and ice removal, and signs and signals; safety training and occupational hazards applicable to street construction an storm drain systems; budgeting and cost control methods and procedures; and applicable statutes and

regulations.

Skill in: communicating technical concepts to technical and non-technical staff in a personable and professional manner; and, supervising, planning, and coordinating the work of unskilled, semi-skilled, and skilled staff.

- **Abilities**

Ability to: make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents, such as work orders, diagrams, blueprints, design specifications, statutes, and regulations; interpret technical instructions in mathematical or diagram form; to communicate effectively verbally and in writing; to perform mathematical computations applying concepts of basic algebra and geometry; maintain and prepare records, reports and correspondence; operate a variety of appliances, power tools and equipment, e.g., backhoe, dump truck, grader, etc.; and, establish and maintain effective working relationships.

- **Physical Abilities**

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, reach, with hands and arms, use hands to finer, handle or fell objects, tools, or controls, frequently carry and lift light to medium weight materials (10 - 50 pounds), and occasionally carry and lift objects over 75 pounds. Requires near visual acuity and accommodation (ability to bring items into sharp focus), including, close vision, color vision, distance vision, depth perception and peripheral vision. Requires strong arm, hand and finger dexterity, ability to grasp and visual acuity including hand-eye coordination.

- **Education and Experience**

Requires a high school diploma or equivalent plus a minimum of five (5) years of experience in street maintenance, including asphalt paving/maintenance (rigid and flexible), and signs and striping experience. Experience with Word and Excel computer software.

**Preferred:** Six (6) years of increasingly responsible experience in street construction, maintenance and repair, including one (1) year of supervisory experience. Five to ten (5-10) years of heavy/light equipment operations or equivalent formal training.

- **Licenses and Certificates**

Requires a valid Oregon driver's license. Requires Class A and C commercial driver's license with Air Brake and Tanker Endorsements. Must receive Flagger Certification and Emergency Preparedness FEMA Training.

- **Pre-Employment**

Job offers for this position are contingent upon the individual passing a pre-employment drug screen.

- **Working Conditions**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. Employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually moderate.

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