

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Streets Maintenance Crew Supervisor	<b>Job Code:</b> 2625
<b>Date:</b> October 24, 2017	<b>EEOC Code:</b> SM
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled supervision and maintenance work responsible for the operation of Streets Maintenance in Public Works.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to the Streets Maintenance Manager and perform assigned work under general direction. This work is distinguished by its responsibility to directly supervise and assign the work of crews.

**ESSENTIAL DUTIES:** Plan, supervise, and participate in the daily activities of Streets Maintenance Workers; supervise work crews and operate streets maintenance and construction equipment; perform studies of traffic flow and/or problems; interview individuals or groups both public and private regarding problems; supervise and assist Streets Maintenance Workers in preparation, maintenance, repair, and placement of street signs and in making and painting traffic indicators on pavement areas, including traffic lanes, directional indicators, markers, crosswalks, and other paths; supervise the operation of dump trucks, street sweepers, snow plows and spreader, water trucks, vacuum trucks, asphalt rollers and trailers, pavers, front-end loaders, fork lifts, ten-wheelers, tampers, jack hammers, and compressors; supervise traffic safety functions including manufacture and installation of control devices and operation of protective and marking devices.

Supervise, plan, and coordinate the work of assigned Streets Maintenance Workers according to work orders and other priorities; ensure that crew work is completed accurately, efficiently, and within established procedures; oversee daily activities of assigned staff to ensure that safety regulations are strictly followed; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement improvements to work processes; inspect and supervise maintenance of equipment and tools; identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist Streets Maintenance Manager in preparing a timely and accurate budget for assigned area; order parts and supplies; prepare, maintain, review, and submit work records, reports, documentation, and work specifications; ensure assigned personnel are trained for their assignments and jobs; develop and provide training to assigned personnel as needed; review work of direct reports and serve as a technical resource on complex issues; mediate disputes between subordinates and the public; may act as Streets Maintenance Manager during absences; attend and may conduct staff meetings; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent and two (2) years of experience at the level of work equivalent to a Streets Maintenance Worker or one (1) year at Senior Streets Maintenance Worker.

**License(s)/Certification(s):** A valid, lawful Class A Commercial Driver's License (CDL) with N - Tanker endorsement with three (3) months of employment and Flagger certification are required.

**SELECTION FACTORS: Considerable Knowledge of:** methods and techniques applied in construction, maintenance, and repair of streets, sidewalks, gutters, and related structures; related laws, codes, rules, and regulations governing functions of the position; principles of traffic control, signing and pavement marking in compliance with the Manual of Uniform Traffic Control Devices; basic English composition, spelling, and grammar; policies and procedures established for the work system. **Skill in:** interpersonal relations and management as applied to the direction and supervision of employees; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; operation of streets repair and maintenance equipment; instruction of subordinates in use of equipment and tools; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; operate process equipment; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; direct the work of others.

**TOOLS AND EQUIPMENT USED:** Dump trucks, loaders, compactors, jack hammer, paint machines, power post hole pounder, powered edger, compressor, snow plows and spreader, sign making equipment, floor jacks, impact wrenches, weed eaters, hand tools, asphalt paver, asphalt roller, forklift, sand blaster, track loader, motor graders, computers, mini-excavator.

**PHYSICAL DEMANDS:** Requires physical strength and agility sufficient for heavy lifting (50 - 60 lbs.), walking, driving trucks, bending, stooping, and reaching.

**ENVIRONMENTAL FACTORS:** Exposure to adverse weather conditions, hazardous materials, chemicals and fumes, prolonged high-noise levels; work in and around heavy traffic. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances. *Note: Employees of this class may be subject to on-call status and working weekends and holidays*

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/Chief Administrative Officer

\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.