

ASSISTANT STREET SUPERINTENDENT

NATURE OF WORK

This is supervisory and administrative work relieving the Street Maintenance Superintendent of varied administrative work and in directing employees of the Street Maintenance Department. Work relates to streets, right-of-ways, drainage, carpentry, grass cutting, street signs, and refuse disposal.

ILLUSTRATIVE EXAMPLES OF WORK {The employee in this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. Additional related duties not listed may be required and some incumbents may be assigned less than all of the functions listed. The following examples do not contain every task that could be reasonably assigned. The absence of a specified task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

Assigns specific tasks to crew members. Dispatches crews or individuals to appropriate locations as soon as possible. Informs employees of situations. Monitors progress of work assignments and jobs, and supervises employees as needed.

Supervises and/or coordinates the repair, maintenance, and construction projects as directed by superiors and as prescribed by operational procedure. Participates in planning street maintenance jobs.

Purchases materials and equipment used in a wide variety of department functions. Orders various items such as shell, limestone, signs, or other maintenance materials as needed. Performs necessary clerical work to properly purchase materials and equipment.

Prepares purchase orders as required. Conducts inventory of materials, supplies and equipment. Receives deliveries and records receipts.

Answers and handles calls via telephone or radio. Logs requests, initiates action to resolve, and records action taken.

Keeps time records on all personnel. Prepares time and work records and reports as required.

Reports to work on a timely basis, maintains a good attendance record, and performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the hazards and safety precautions applicable to street, roadway, and park maintenance.

Knowledge of the City's purchasing policies and procedures.

Some knowledge of the standard tools and equipment used in area of work assignment.

Some knowledge of materials, methods, and techniques commonly used in public works, drainage, and parts and recreation maintenance, repair, and minor construction activities.

Ability to drive an automobile or pickup truck as required.

Ability to read and write; and to maintain accurate records and perform calculations accurately.

Ability to meet and speak with the general public and to deal with them effectively and courteously.

Ability to obtain and maintain the appropriate Louisiana driver's license for the vehicle assigned.

TRAINING AND EXPERIENCE REQUIREMENTS

Two years experience in the construction, maintenance, and repair of streets, and/or drainage systems; or substituting course work or training in administrative support, purchasing, inventory or personnel for up to one year of the experience. Supervisory experience. Basic reading and mathematical skills. Appropriate Louisiana driver's license.