

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT HIGHWAY AND UTILITIES SUPERINTENDENT DATE: 6/2022
DEPARTMENT: GENERAL SERVICES
REPORTS TO: HIGHWAY AND UTILITIES DIVISION SUPERINTENDENT

JOB SUMMARY:

This position is responsible for assisting in the supervisory and administrative work in coordinating, supervising and administering activities of the Highway and Utilities Division of the General Services Department, including the operation, maintenance, repair, and construction of municipal highways and storm drainage systems as well as sanitary sewer and water distribution systems. This position oversees three road crews, a sign and pavement marking crew, a tree crew and a downtown services crew. This position must ensure conformance with specifications and standards as specified in state statutes, local ordinances, applicable operating procedures and given engineering specifications and standards, and makes necessary adjustments in assignments and methods to correct deficiencies. This position reports directly to the Highway and Utilities Superintendent.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, coordinates and oversees a wide variety of field operations, which includes the maintenance, repair and improvements of the city streets, sidewalks and storm drain collection system. Supervises and directs the activities of the tree crew in planning, removal, care, maintenance, and replacement of city trees.

Uses a GPS unit to locate current and new assets installed by crews. This information is then shared with the GIS Division of Engineering to be put onto the City's GIS system to keep track of the assets.

Reviews proposed plans for new highways and water/sewer projects, and provides feedback to the Engineering and Planning Divisions.

Collaborates and negotiates with others including contractors and other departmental personnel to coordinate efforts and maintain cooperative and efficient relations on such programs as right-of-way easements; reviews plan for new highways and water/sewer projects; meets with engineers, contractors and developers; inspects completed construction and improvements.

Supervises winter operations for the city, including snow plowing, sanding, salting, and snow removal for roadways and walkways; oversees the execution of the winter operations policy; ensures sufficient personnel, equipment and supplies to complete operations.

Helps in the development of the highway portion of the operating and capital budgets for the Division. Manages the purchasing and inventory control of parts, equipment, and supplies.

Plans, manages, and supervises the development and implementation of goals, objectives, policies, and priorities for the highway section of the Division; participates in the development of short and long-range plans, policies and procedures for the department

Enforces city codes and federal and state regulations regarding highways, and storm.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training personnel in methods and procedures, appraising performance, rewarding and disciplining employees, addressing complaints, resolving problems, researching and planning safety and work training, and planning, assigning, and directing work.

Confers with upper management to keep them informed of key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Promptly responds to inquiries and complaints from city officials and the general public. Manages the cities complaint system as it pertains to the Division. Uses iPads and current technology for tracking and closing requests.

Maintains professional development through training programs, certification updates, and other management training.

Performs the duties of the Highway and Utilities Superintendent in his or her absence

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Communications Device	Calculator
iPad	GPS Locaters	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

AAS in Civil Technology

Six years of progressively responsible experience in highway and utilities construction\maintenance; and,

At least two to four years of which must have been in supervisory capacity; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

American Public Works Association (APWA) Winter Maintenance Supervisor Certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of engineering as applied to highways and storm sewer system operations, maintenance, and construction.

Design, construction, operation and maintenance of storm water drainage systems

Modern methods and techniques utilized in the construction and maintenance of these systems.

Public works facilities construction methods, materials, and cost estimating.

City, state, and federal laws applicable to environmental health and sanitation, building, plumbing, electrical, or mechanical codes.

Accepted personnel practices, procedures, and policies such as supervision, training, and performance evaluation of a diverse staff of technical experts, federally regulated drivers, and support staff

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes and statutes governing the purchase of materials, supplies, equipment, and services.

Skill in:

Implementing effective leadership across a diverse organization which leads to the accomplishment of department goals.

Mathematics and analytical practices.

Leveraging complex industry specific technology to better the efficiency and effectiveness of Divisional staff and City resources.

Mental and Physical Abilities to:

Plan, organize, and control work.

Act decisively, not impulsively, making decisions that measurably improve operations.

Able to reach decisions that are timely, fair, ethical and trusted.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Make decisions to include identifying and understanding issues and problems, comparing data from different sources, choosing a course of action, taking actions that are consistent with available facts, taking calculated risks, taking responsibility for decisions, and includes others in making decisions.

Resolve problems using a balance of technical competence, creativity, and hardheaded pragmatism to include defining the problem, collecting data, distinguishing between relevant and irrelevant data, making inferences, and using logic and intuition to arrive at decisions or solutions.

Establish and maintain effective working relationships with other city officials, employees, contractors, consultants, and the general public.

Communicate effectively, both orally and in writing.

Deal courteously and diplomatically with the general public.

Independently assimilate facts and draw sound conclusions.

Read and comprehend construction plans, technical codes, and specifications in the field of highway and storm sewer construction.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light or heavy objects.

Distinguish between shades of color.

Working Conditions:

Work is performed in a variety of locations which include: an office or outside work sites.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather.

Work may require the use of protective devices such as masks, goggles, or gloves.

Assistant Highway and Utilities Division Superintendent

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be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.