

Streets Supervisor

General Job Description

The Streets & Maintenance Supervisor position is assigned to the Streets Division of the City of Mercedes Public Works Department. Under direction of the Public Works Director, the purpose of the position is to perform responsible administrative and professional work planning, organization and supervising of skilled and unskilled workers in the construction, alteration, maintenance, program management, and repair of streets, sidewalks and other facilities. This position is responsible for the supervision, management and direction of the City's streets and building maintenance programs, including street sweeping; asphalt repair; pothole repair; curb, gutter and sidewalk repair and building maintenance. This position works with a high degree of independence and initiative, however, confers with the Director on matters involving unfamiliar administrative problems. He or she must conduct himself or herself in an efficient manner, while maintaining high standards for the appearance of streets, facilities and the safety of personnel. The Streets & Maintenance Supervisor is expected to be proficient in all duties listed and assigned. The salary includes a benefit package, including retirement.

Essential Tasks (May include, but are not limited to the following)

1. Supervises the work of Streets & Maintenance Division employees, including planning, coordinating and assigning work details; training and evaluating maintenance crews; resolving problems; and enforcing City regulations and policies.
2. Surveys the City's street and buildings to determine maintenance needs and establishes maintenance programs as required.
3. Establishes annual performance objectives for the maintenance and improvement of the City's streets and buildings.
4. Develops work schedules, establishes priorities, and assigns work to streets & maintenance crews.
5. Conducts field inspections to ensure work is completed in an efficient and timely manner.
6. Responds to citizen inquiries and complaints.
7. Orders materials and supplies required in the construction, maintenance and repair of street facilities, and supervise the issuance of tools, materials and supplies to appropriate staff.
8. Trains, develops and evaluates subordinate personnel.
9. Develops and maintains various records and reports.
10. Utilizes computer system for work orders, time slips, memos, reports and other documents as required.
11. Performs related duties as may be assigned.

Minimum Qualifications

1. A high school diploma or GED and three years of relevant experience or closely related duties and responsibilities. Associate's Degree from an accredited college or university in a Science, Administration, Management, Drafting or closely related field is preferred.
2. A valid TX Class C Drivers License is required.
3. Must have basic knowledge of hand tools to perform normal work as assigned.

4. Must have basic knowledge of the techniques, materials, tools, and equipment used in the care and construction of streets, sidewalks and facilities.
5. Must be able to perform heavy manual labor under conditions involving extremes of heat and cold.
6. Must be able to follow orders and work efficiently and productively.
7. Must be able to operate department equipment safely and effectively.

Job Evaluation Manual

This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.