



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to direct and administer the overall operations of the Streets and Drainage Division.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Serves as the Department's Emergency Management Coordinator; responds and coordinates staff, resources, and response during emergency conditions; develops, maintains, and updates Department Emergency standard operating procedures.
- Supervises and evaluates assigned staff; addresses employee concerns, directs work assignments, counsels and disciplines employees, and completes employee performance evaluation and appraisals.
- Plans, schedules, assigns, monitors and inspects the work and equipment to construct, maintain, and improve streets and drainage systems; establishes goals, objectives, and performance targets.
- Calls and meets with internal and external customers to address concerns, complaints and requests for service; conducts on-site inspections of work in progress and upon completion.
- Inspects streets and storm sewer structures for repairs and improvements
- Develops and monitors annual division budget; approves and monitors expenditures.
- Coordinates division purchasing activities; develops specifications for purchasing vehicles and heavy equipment and coordinating with Fleet Management.
- Conducts, schedules, and attends meetings with departments, division, and citizens; develops policies and procedures for the Division pertaining to operations, safety, and performance.
- Develops, prepares and review various division reports and documents; monitors performance and budget reports.
- Reviews plans and prepares cost estimates for new construction and maintenance projects utilizing various funding sources.
- Develops programs and updates as needed to include Safety Training, Certification Training, recurring work, work request and annual maintenance programs.
- Oversee inmate work details.
- Performs related work as assigned.

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.



City of Americus, GA



Title: Street Superintendent

Class Code: 3001

JOB DESCRIPTION

Minimum Education and Experience Requirements:

Requires a High School Diploma or GED; Requires five years of experience in construction, ground maintenance, engineering, or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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