

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 575**

**STREETS SUPERINTENDENT**

**GENERAL**

Work is performed under the direction of the Public Works Administrator or his designee. This position is responsible for supervisory work in planning and directing the construction, landscaping and maintenance of streets and grounds and other related public works projects as directed.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Under direction, this position plans and supervises the construction, landscaping, repair and resurfacing of the City's streets and grounds.

Supervises patchwork of City streets, alleys, curbs and sidewalks.

Plans, assigns and supervises the work of equipment operators, truck drivers, semi-skilled and unskilled laborers engaged in construction, maintenance and repair projects assigned to the street division.

Maintains time and work records. Prepares reports as required. Supervises office activities.

Effectively and efficiently handles complaints from the public concerning streets, grounds and surface drainage problems.

Attends meetings and keeps necessary records. Prepares budget requests for division.

Coordinates and monitors the City Resurfacing Program.

Repairs water and sewer openings in asphalt and concrete resulting from utility operations.

Oversees pest control for the City.

Maintains the city irrigation systems.

Maintains all City-owned signs.

Supervises the layout and striping paints of city streets and parking lots.

Responsible for Adopt-a-Street Program, maintenance of the city's Cemetery and Sand and Spurs Equestrian Center.

Coordinates contracts and maintains all sanitation (solid waste and recycling) in the city right of ways and waterways.

Performs related work as required by Public Works Administrator or his designee.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of modern road and sidewalk construction and maintenance methods. Knowledge of the use and maintenance of modern road construction equipment, ground maintenance, machinery, tools, etc. Knowledge and practice of effective supervisory techniques. Knowledge of horticulture and floriculture. Ability to plan and supervise the work of others in a manner conducive to full performance and high morale. Ability to understand, interpret and effectively carry out written and oral instructions. Ability to maintain records and to prepare reports. Ability to work effectively, efficiently and

cooperatively with management, other employees and the public in a tactful and diplomatic manner. Ability to interpret design drawings and maps.

## **MINIMUM QUALIFICATIONS**

Ten years experience in the landscaping, construction and maintenance of streets and grounds, drainage, or similar public works facilities, with experience in a supervisory capacity. A Bachelor's degree in Civil Engineering, Management, or related field is desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to walk in rough construction areas, climb down into trenches or up on ladders.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.