



## **Streets Superintendent**

**Salary Range 29: \$67,132 to \$93,991**

**Hourly: \$32.28 to \$45.19**

### **Job Summary**

Under limited supervision, plans, organizes, directs, and supervises the staff and activities of the Streets Division. Exercises direct supervision over a staff of technical and administrative employees.

### **Essential Job Functions**

- Manages the Streets Division staff and activities to maintain City roadway infrastructure in safe condition; provides leadership to ensure that Streets Division services are provided in alignment with the City's strategic objectives.
- Plans, organizes, coordinates, and oversees roadway maintenance and in-house construction projects; prioritizes projects and inspects jobsites to ensure quality work projects and effective use of resources.
- Develops and directs the administration of budgets, policies, projects, and programs to deliver services effectively and efficiently to City residents.
- Plans and manages resource allocations; ensures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational, budget, and financial data; analyzes future needs and forecasts equipment and resource requirements.
- Manages, coordinates, and inspects civil engineering projects; ensures project deliverables meet scope, schedule, cost, and quality requirements.
- Inspects and monitors projects under contract; resolves discrepancies between field conditions and design plans; recommends methods of resolving complex problems.
- Analyzes traffic, roadway conditions, drainage, and community needs, and develops plans to meet City priorities; works with City Departments, external agencies, and other organizations to define and resolve street construction and maintenance priorities.
- Oversees the collection of data and inventory of streets within City boundaries; conducts research, analyzes data and treatment life cycles to establish criteria for forecasting, treatment usage and budget analysis.
- Monitors and manages operations and ensures that jobsites and program activities are following all laws, regulations, policies, and safety standards.
- Supervises staff and evaluates performance; monitors operations and reviews the work of assigned staff to ensure the efficient and timely accomplishment of assigned duties and responsibilities; trains staff and coordinates safety training programs.
- Interacts with public as required; serves as City representative to various agencies and organizations as necessary.
- Communicates and coordinates with Department Head, City leadership and other City Departments.
- Performs other duties as assigned.

## **Education and Experience**

- High School diploma or GED; experience directly related to the duties and responsibilities specified herein.
- Seven (7) years of roadway construction and maintenance project experience, including three (3) years of supervisory experience.
- Possess a Texas Class B Commercial Driver's License.
- Must be able to pass a physical exam and drug screen.

## **Knowledge Skills and Abilities**

- City organization, goals, policies, and procedures.
- Materials, methods, and techniques commonly used in street construction, maintenance, and repair operations.
- Principles, practices and methods of project and administrative management, including budgeting, planning, bid specifications and records management.
- Program planning and risk management principles.
- Safety standards and practices in hazardous traffic environments.
- Emergency Response practices and procedures.
- Interpreting and applying street construction and maintenance standards and procedures, Federal and state rules and regulations, and City policies and procedures.
- Performing design work for public works projects and preparing cost estimates.
- Establishing cooperative working relationships with employees and City staff.
- Supervision, coordinating staff, and delegating tasks and authority.
- Reading and understanding construction blueprints, technical documents, and electrical schematics.
- Following and effectively communicating verbal and written instructions; public speaking and presentations.
- Working knowledge in the use of computers, including word processing, spreadsheets, asset management and time management software.

## **Physical Demands/Work Environment**

Operate a motor vehicle safely. Ability to sit, stand, walk long distances, kneel, crouch, stoop, and squat. Ability to lift 50 pounds. Exposure to cold, heat, construction, roadway, and other outdoor hazards.

## **TO APPLY**

Download employment applications online at

<http://www.ennistx.gov/departments/HumanResources/jobs>.

Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications may be e-mailed to [humanresources@ennistx.gov](mailto:humanresources@ennistx.gov) or faxed to (972) 875-2301.

**POSITION OPEN UNTIL FILLED**