City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Street Superintendent</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ASTS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU21</td>
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<tr>
<td>Date Revised:</td>
<td>4/26/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for supervising street maintenance activities of the Street Maintenance Work Group.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides training in job tasks, including safety work procedures and equipment operation.
- Estimates costs of material and equipment for projects as required.
- Reviews complaints from public and seeks solutions. Performs various public relations duties as required.
- Assists in the direction of maintenance, repair, and construction of city streets, including supervision of employees.
- Coordinates and supervises emergency crews including snow removal and other natural occurrences.
- Coordinates equipment maintenance and repair scheduling with Equipment Maintenance Supervisor.
- Gathers and prepares documentation for submittal to billing department relative to accident damage repair, contractor patching reimbursement, etc.
- Assists in the development of bid documents for materials and equipment.
- Assists in the preparation and control of the Division Budget.
- Assumes duties of the Street Superintendent when necessary.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- Must be available for 24-hour call-out.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and (10) ten years street maintenance and repair experience. Must possess minimum (7) years in a supervisory role in street maintenance and repair field.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment usually loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.