City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Street Superintendent</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>SMST</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>NU24</td>
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<tr>
<td>Date Revised:</td>
<td>2/11/2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position provides direction and oversight to assure the necessary maintenance of City streets, right-of-way and drainage ways is performed and these areas are kept in a safe condition.

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.

- Assigns and directs the work of Street Maintenance Supervisor, Equipment Maintenance Supervisor, including project planning and assisting in work procedure planning.
- Provides technical direction for operations of unusual difficulty in streets, drainage, equipment maintenance and snow removal.
- Prepares annual budget and programs budget to allocate resources to activities of work groups supervised.
- Approves payroll, including allocation of overtime hours worked.
- Assists in establishing the City snow removal plan and Street Cleaning policies and Master Plan.
- Advises Public Works Director concerning construction, reconstruction and maintenance projects on City streets, drainage ways and alleyways, traffic signals and roadway lighting.
- Coordinates projects with other affected City departments and with federal and state agencies to assure compliance of operations with federal and state laws and regulations.
- Acts as equipment coordinator for Public Works on major city-wide clean up or improvement projects and in case of local emergency projects.
- Acts as Public Works planning official with appropriate government agencies.
- Assists other divisions and departments with purchasing documentation for various equipment needs.
- Gathers necessary documentation and prepares billing for submittal to billing department relative to accident repair and services reimbursement.
- Must be available for 24-hour call-out.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

Qualifications:

Education and/or Experience:

Bachelor’s degree in Civil Engineering, and four years progressively responsible experience in street construction work, two years of which include supervision, or High School diploma or GED certificate equivalent, and ten years’ experience in roadway/utility construction management and supervision.
Certificates, Licenses, Registrations:

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