



# POSITION VACANCY NOTICE

## CITY OF KETCHIKAN

February 11, 2020

### SPECIFICS

TITLE: STREET MAINTENANCE SUPERVISOR			
<b>DEPARTMENT:</b>	Public Works	<b>DIVISION:</b>	Streets
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 4:30 PM
<b>GRADE /STEP:</b>	763 / A-K DOQ	<b>DUTIES:</b>	See attached job description
<b>MONTHLY SALARY:</b>	\$5,618.39-\$6,520.40 DOQ	<b>UNION STATUS:</b>	NO

#### SPECIAL REQUIREMENTS:

Four years of experience in the operation, maintenance, and repair of streets including one year of administrative and/or lead supervisory responsibility; possession of a Class B driver's license; possession of, or ability to obtain, an appropriate, valid C.P.R. and First Aid Certificate; Employment offers will be contingent on passing a pre-employment alcohol and drug screening test

### ADVERTISING REQUIREMENTS

#### POSITION IS OPEN UNTIL FILLED

**WHERE:** Local Only  Statewide  Pacific NW  National

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City of Ketchikan Website

### APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:  
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT  
<http://www.egovlink.com/ketchikan/postings.asp?listtype=JOB>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## **STREET MAINTENANCE SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises and coordinates the activities and operations of the Streets Division within the Public Works Department including the construction, repair, and maintenance of City streets, storm water facilities, public buildings, and related facilities; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director/ Engineering Manager.

The City of Ketchikan owns and operates many public facilities including, but not limited to parking lots, port facilities, streets, sewers, sidewalks, stairways, buildings and a landfill. The Street Maintenance Supervisor is responsible for the efficient delivery of the high quality maintenance and services required by the city. The Street Maintenance Supervisor must perform these duties in a manner that reflects positively on the city and the department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the organization, staffing, and operational activities of the street maintenance program; oversees the operations, maintenance, construction, repair, and planning for the streets division.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned street maintenance services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Participates in the selection of street maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.
6. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approve expenditures; recommends adjustments as necessary.
7. Inspects and evaluates work in progress and upon completion to assure that work is performed in accordance with City regulations, policies, and operating procedures and practices; identifies problem areas and directs remedial action.
8. Participates in necessary work and does hands on demonstrations of how the work is to be accomplished.
9. Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work related or equipment operating problems.
10. Ensures that section activities are carried out in a safe and efficient manner.

11. Prepares or reviews and maintains a wide variety of written reports and records including time sheets, diaries, and maintenance records.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; responds to emergency situations as necessary.
13. Provides staff assistance to the Public Works Director/Engineering Manager; prepares and presents staff reports and other correspondence as appropriate and necessary.
14. Coordinates street maintenance activities with those of other divisions and outside agencies and organizations.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of street maintenance; incorporates new developments as appropriate into programs.
16. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a streets and storm water maintenance program.
- Modern and complex principles and practices used in maintaining, repairing and reconstructing streets and storm water facilities.
- Methods, practices, materials, tools, and equipment common to a street and storm water maintenance program.
- Principles of municipal budget preparation and control.
- Principles of supervision, training, performance evaluation, and progressive discipline.
- Principles and practices of repair, maintenance and construction procedures for street maintenance.
- Tools and heavy equipment used in the maintenance and repair of streets and storm water facilities.
- Occupational hazards and standard safety practices.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Coordinate and direct street and storm water maintenance programs.
- Supervise, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.
- Recommend and implement goals, objectives, policies and procedures for providing street maintenance programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Plan, organize, and supervise the operation of street maintenance programs.

Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Interpret and explain City policies and procedures.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Four years of experience in the operation, maintenance, and repair of streets including one year of administrative and/or lead supervisory responsibility.

**License or Certificate:**

Possession of a Class B driver's license.

Possession of, or ability to obtain, an appropriate, valid C.P.R. and First Aid Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; frequent opportunity and requirement to interact with the general public and property owners, and with other state, federal, borough and city agencies. Incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 763  
Union: No  
FLSA: Exempt  
Date Approved: July 18, 1990  
Date Amended: February 17, 1993  
Date Amended: June, 2007 (*Johnson & Associates*)  
Date Amended: August 2019

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Human Resources Manager Approval

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City Manager Approval