



Job Description

Assistant Street Superintendent

Pay Grade: 08

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of three (3) years of relevant experience required, including supervisory experience. Minimum five (5) years of experience working in construction with concrete, asphalt, and heavy equipment preferred.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Street Superintendent

Supervisory Responsibility: Yes

Primary Work Location: Office setting, City work sites, and facilities.

Certification: Valid State of Missouri Commercial Driver's license.

Job Summary: Participates in a variety of new construction, general maintenance, operations, and repair tasks for Nixa streets, traffic signs and controls, and drainage systems ensuring efficient, safe, and effective operation which follows all Federal, State, and Local regulations. Acts as Street Superintendent in their absence under the supervision of the Director of Nixa Utilities and Public Works.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist the Street Superintendent in the daily operations of the Street Department as directed.
- Supervise, assign and participate in the work of crews engaged in street and right of way maintenance, cleaning, and repair tasks such as hot and cold asphalt repairs, curb and gutter repairs, hole patching, sign installation, and storm sewer line cuts.
- Supervise and assist in the digging of drainage ditches, and cleaning, repair, or removal of storm debris from storm drainage ditches or catch basins.
- Supervise the placement of pipes and installation of new drainage and irrigation systems for flood control, the pouring and spreading of concrete, asphalt, sand, and gravel.
- Assist Superintendent with annual mill and overlay projects, street striping, ADA compliance within city right of way, and street preservation projects as directed.
- Ensure proper snow removal is done on major roads during winter months. Administer the mosquito control program.
- Review and solve Citizen complaints and direct emergency situations such as wind damage and snowstorms.
- Train employees in work tasks and equipment operation.
- Operate automotive and motorized equipment, including air compressors, backhoe, dump truck, pickup truck, lawnmower, loader, forklift, asphalt roller, street sweeper, snowplows, dozer, excavator, and other related construction equipment.
- Utilize a variety of hand tools, including leaf rake, pitchfork, pole drive, shovel, sledgehammer, and trimming saw.
- Order materials and supplies.
- Supervise the cleaning, maintenance, and minor repair of City trucks, cars and equipment.



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- In the absence of the Superintendent, deals directly with the public to resolve complaints, concerns, or problems associated with City streets or storm drainage systems.
- Work to ensure future drainage systems and street repairs meet safety standards against flood waters and normal wear and tear from weather. Order, maintain, and keep record of supplies and materials used.
- Assign and schedule daily work. Assists the Superintendent in the evaluation of employee performance, training of employees, and conducts safety briefings to ensure safe work practices and equipment operation.
- Assist the Superintendent in the annual budget preparation and monthly budget reviews for the department.
- Research and gather data and information such as existing field conditions, traffic counts and linear and volumetric measurements, and provides input for plans and updates records for street improvements and major maintenance of streets.
- Estimate and report on projected improvements and maintenance.
- Assist with supervision during the construction of city streets and inspect new streets not done by the City staff to ensure proper methods, materials, specs, and design are followed.
- Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, equipment, and material for street and storm drainage maintenance, cleaning, repair, and construction involving the operation of heavy equipment.
- Principles and methods of supervision, training, and evaluation.
- Occupational hazards and standard safety precautions necessary in the work.
- Knowledge of asphalt and concrete street maintenance, construction, and repair.
- Knowledge of storm drainage maintenance, construction, and repair.
- Knowledge of ADA compliance in public right of ways.

Skills

- Establishing and maintaining effective working relationships with other staff and members of the public.
- Analyzing problems and formulating corrective measures.
- Excellent oral and written communications.
- Project planning and quality control.
- Operating personal computers and various software packages such as MS Office, Outlook, Word, and Excel.
- Operating various communication tools such as phone, two-way radio, email, fax, and mobile phone as well as other various electronic devices as necessary.
- Operating a variety of construction and other applicable equipment.



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Abilities

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Standing for extended period, stooping, climbing, and bending.
- Pushing and pulling 100 pounds; lifting 70 pounds.
- Work outdoors in various weather conditions. May be exposed to extreme weather conditions, dust, and pollen.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodation.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

Effective Date: