

STREETS AND DRAINAGE SUPERINTENDENT

CITY OF BEAUFORT, SOUTH CAROLINA  
JOB DESCRIPTION, JULY 2016

**JOB TITLE: STREET AND DRAINAGE SUPERINTENDENT  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, supervises and performs the necessary maintenance and installation of the City roadway and drainage system to help ensure a safe travel way and drainage systems for the City of Beaufort. Performs related technical, administrative and supervisory duties as required. Reports to the Public Works Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises the work of the street and drainage division employees; assigns workloads and establishes work schedules. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending employee transfers, promotions, discipline, discharge and salary adjustments.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Coordinates, supervises and participates in the repair, construction and maintenance of roads, drainage structures, drainage pipes, open channels systems, easements and other duties as assigned.

Implements programs to ensure employee safety, including traffic control at job sites.

Locates other utilities prior to construction as needed.

Drives and operates heavy equipment as necessary to assist crews with daily assignments.

Reviews plans for new systems and installations; makes recommendations as appropriate

Inspects crews' and contractors' work in progress to ensure compliance with contracts, specifications, schedules and standards of safety and quality.

Coordinates the maintenance and repair of the City's, Public Works Department and facility equipment.

Communicates operational, maintenance and construction activities and concerns to the Public Works Director.

Participates in the maintenance of positive customer relations.

Maintains knowledge of current relevant issues and industry trends.

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Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, etc.

Receives, reviews, prepares and/or submits various records and reports including purchase orders, ordinances, packing slips, engineering/construction drawings, permits, flow charts, blueprints, job applications, performance appraisals, work orders, maintenance reports, architectural plans, monthly reports, various other reports, memos, correspondence, etc.

Operates a vehicle and various construction equipment and tools, including but not limited to an excavator, backhoe, loader, dump truck, boring tools, pipe horn, sewer flushers, pipe threader, welding equipment, air compressor, power washer, concrete mixer, pumps, tap machines, wacker tamp, two-way radio, mechanic's tools, meters, various hand and power tools, etc.

Interacts and communicates with various groups and individuals such as the Public Works Director, co-workers, subordinates, customers, engineers, contractors, other utilities, sales representatives, regulatory agencies, other government agencies, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs equipment maintenance and repair work.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in Construction Management, Construction, Civil Engineering or related field supplemented by six to nine years of progressively responsible administrative and technical experience in public utilities, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be able to obtain CDL license and certification in the use of Self-Contained Breathing Apparatus.

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### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a computer, telephone, drafting instruments, etc. Must be able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; work involves sitting, standing and walking, stooping, kneeling, crouching, pushing, pulling and lifting/carrying weights of up to one hundred pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction from supervisor.

**Language Ability:** Requires ability to read the code of ordinances, technical reports and surveys, equipment manuals, specifications, engineering/architectural drawings, etc. Requires the ability to prepare technical reports, records, performance appraisals, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a diverse staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including civil and environmental engineering, personnel, mechanics, electrical, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use advanced applications of algebra, geometry, statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery and professional tools and instruments; to operate vehicles and heavy machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree and to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Public Works Department as they pertain to the performance of duties of the Street and Drainage Superintendent. Has thorough knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position; is able to maintain knowledge of legal and technical issues affecting department operations. Is able to help ensure compliance with all laws and regulations and control the activities of the department through effective supervision. Has working knowledge of civil and environmental engineering theories and practices as applied to roadway and drainage construction and maintenance. Has working knowledge of applicable electrical, mechanical and other technical functions involved in the construction, maintenance and operation of roadway and drainage systems. Has thorough knowledge of the materials, tools and equipment used in the construction, maintenance and operation of roadway and drainage systems. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to train, assist, motivate and provide leadership to a diverse group of employees. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has the mathematical ability to handle required calculations. Has knowledge of modern office practices, equipment and technology. Knows how to maintain effective relationships with consumers, government personnel, professionals and members of the public through contact and cooperation. Has knowledge of the terminology and various professional languages used within the agency. Knows how to react calmly and quickly in emergency situations. Has knowledge of and the ability to enforce the safety regulations and procedures to be used in roadway and drainage system construction, maintenance and repair work, and operations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

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**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.