

## CITY OF IOWA CITY - Job Description

Job Class #27-03

FLSA Exempt  
Civil Service

### Identification

**Position Title:** Assistant Superintendent of Streets & Traffic Engineering

**Department:** Public Works

**Division:** Streets & Traffic Engineering

**Supervisor:** Superintendent of Streets & Traffic Engineering

### Job Summary

Manages and supervises the work crews in the construction, maintenance and repair of City streets and related facilities as well as traffic signals, roadway lighting, signage and pavement markings. Street maintenance and repair includes items such as pothole patching, crack sealing, alley grading and repairs, storm sewer intake cleaning and repairs, pavement removal and replacement, street sweeping, leaf collection, and snow plowing.

### Job Scope

Directly supervises over thirty employees. Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

### Essential Job Duties and Responsibilities

**Investigates** and **resolves** resident complaints and inquiries relating to Streets and Traffic Engineering crew activities.

**Distributes** City request forms and resident action request/complaint forms to proper staff.

**Assists** in estimating and coordinating labor, equipment and materials for the Streets and Traffic Engineering operations.

**Maintains** work records for the Streets and Traffic Engineering activities.

**Plans, assigns** and **reviews** the work of staff in construction and maintenance of streets, signage, pavement markings and traffic signals.

**Monitors** equipment conditions and **coordinates** repair activities.

**Assists** in the development of budget requests and division goals.

**Monitors** budget expenditures.

**Assists** in the interview, selection and evaluation of support staff for the Streets and Traffic Engineering division.

**Updates** uptown sweeping and alley maintenance staff schedules.

**Determines** construction limits and **Submits** Iowa One Call locations for existing utilities 48 hours in advance of construction.

**Assists** with the development of press releases for street construction projects.

**Orders** and **coordinates** the payment of various supplies within budget.

**Utilizes** computer software including Microsoft Word, Excel, Outlook, Munis and Kronos to create documents, reports, and correspondence, manage workflow approvals, and to manage division time entry and payroll.

**Coordinates** traffic control devices required for parade/public assembly permitted events.

**Fills out** incident reports for on-the-job incidents/injuries as they occur.

**Shares** notes and worthy information from Public Works and safety meetings with staff for discussion.

**Compiles** and **monitors** on-going safety related agenda and issues for monthly meetings as well as required certifications and compliance to OSHA regulations.

**Assists** with staff evaluations and **reviews** division safety checklist for each member.

**Oversees** concrete panel replacement, pot hole repairs, crack sealing, and leaf program.

**Oversees** snow removal operations and **coordinates** plowing and snow pickup with other Divisions, Departments, and outside partners.

**Assists** with oversight of various contracts within the division.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** all other related duties as assigned.

### **Physical and Environmental Conditions**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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; stoop, kneel, crouch, or crawl; talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration.

The noise level in the work environment is usually loud.

### **Minimum Education, Experience and Certification**

High school diploma or equivalent and four years of progressively responsible experience in streets maintenance or an associate degree in an engineering or construction related field from an educational institution accredited by a DOE recognized accreditation body required. Or equivalent combination of education and experience. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Bachelor's degree or equivalent in an engineering or construction related field from an educational institution accredited by a DOE recognized accreditation body preferred.

### **Knowledge, Skills, and Abilities**

Knowledge of street construction, maintenance, and repair. Skills in the operation and maintenance of equipment used in the repair and maintenance of streets and alleys. Ability to read and understand work orders and equipment manuals. Ability to perform preventive maintenance on vehicles and equipment such as backhoes, utility trucks, dump trucks and concrete trucks as well as assorted hand tools. Ability to read, measure and calculate types and sizes of materials needed for repair or utility cuts and ability to reason amount of time that will be used in the process.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*