

**CITY OF BELLEFONTAINE NEIGHBORS
9641 Bellefontaine Road
Bellefontaine Neighbors, Missouri 63137**

JOB DESCRIPTION

POSITION TITLE: Street Superintendent
DEPARTMENT: Street
SUPERVISOR: Mayor

Job Summary

Plans, organizes and directs the operations of the Public Works Department. Performs responsible work in engineering, planning and supervising the maintenance and repair of City infrastructure including streets, sidewalks, utilities, buildings and related City equipment and vehicles.

Job Scope

Supervises all employees of the Street Department. Prepares and administers department budget.

Principal Duties and Responsibilities

Plans, organizes, schedules, directs and supervises public works projects balancing needs, costs, safety and impact of development. Projects include, but are not limited to, construction and repair of streets, walks and curbing; patching and asphalt overlap; snow removal and salt spreading; tree trimming; painting of streets; repairing City vehicles; maintenance of City buildings and garages.

Coordinates and directs departmental administrative functions. Implements City personnel codes within the department, interviews and recommends candidates for employment and completes performance evaluation.

Assesses specific design and engineering requirements of the City and consults with the City Engineer concerning long range planning.

Periodically inspects all systems, equipment, buildings, and right-of-ways to determine maintenance needs.

Prepares annual budget.

Maintains departmental records, time sheets, work order reports.

Orders and controls necessary supplies and equipment.

Provides cost estimates and assistance in interpreting plans and specifications. Prepares special reports as required.

Skills, Knowledge and Abilities Required

Thorough knowledge of modern civil engineering and its application to public work projects. Ability to complete design and engineering drawings and bid packages, evaluate proposals and effectively implement projects. Thorough knowledge of the materials, methods and practices used in the construction and maintenance of public property. Knowledge of modern supervisory methods and techniques, including necessary training requirements to insure proper maintenance and operation of equipment and vehicles. Ability to issue and follow oral and written instructions and communicate effectively in oral and written form. Ability to deal calmly, objectively, firmly and tactfully with City officials, contractors, engineers, utilities, employees and the general public.

Education, Certification and Experience Required

Graduation from a general technical high school with supplemental vocation or trade school courses. Substantial, responsible experience in performing a variety of work in street, facility and vehicle maintenance; or any equivalent combination of training and experience.