

City of Missouri Valley, Iowa

Employer: City of Missouri Valley
Department/Division: Street Department
Facility/Location: Street Department
Job Title: Street Superintendent **Shift:** M-F; 8 hours

Job Summary: Under the general supervision of the City Clerk/Administrator. Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the replacement of street and storm drainage facilities and systems. Maintenance of the City's streets, right-of-way, curbs and gutters, wastewater and storm drainage systems. Supervises Street Maintenance employees and Park Department employees (during Winter).

Essential Functions

1. Manages and supervises assigned operations to achieve goals within available resources: lays out daily work schedules, assigns tasks to appropriate individuals and coordinates the completion of the same; assists in training and/or supervision of departmental employees.
2. Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists with annual budget requests.
3. Develops and maintains a street maintenance management system. Develops street maintenance and operating procedures and methods within limits of departmental policies and procedures.
4. Enforces policies, regulations, and safety and health standards.
5. Inspects and/or repairs streets, drainage systems, wastewater and storm drainage systems at frequent intervals to insure that all aspects of the systems are functioning properly.
6. Maintains a variety of records relating to public works, wastewater inspections, maintenance activity, repairs, etc.
7. Determines the locations of gas, telephone, power, television, water and wastewater lines from the appropriate sources prior to excavation.
8. Operates a dump truck, tractor, endloader, skid steer, backhoe, road grader, and/or light automotive equipment as the task requires.
9. Digs, spreads and levels dirt, sand, and gravel using hand and/or power tools and equipment, and repairs streets and sidewalks with asphalt, cold-patching materials, and concrete.
10. Operates snow removal, street sweeping, and other equipment to maintain streets, sidewalks and driveways.
11. Maintains/repairs interior/exterior portions of buildings.
12. Replaces worn or damaged parts such as hoses, wiring, and belts in machines and equipment such as trucks, street sweepers, and riding mowers.

Physical Demands	Description	Essential Function(s)
Sitting	Sit for up to 1 hour at a time to work at desk.	1,2,3,4,8,10
Standing	Stand for up to 1 hour at a time to perform mail work.	1,5
Lifting	Lift up to 40-pound box of paperwork from floor to 80 inches (step stool available).	5,7,8,9,10,11,12
Pushing	Push up to 8 pounds to access filing cabinets at heights from floor to 56 inches.	5,7,8,9,10,11,12
Pulling	Pull up to 8 pounds to access filing cabinets at heights from floor to 56 inches.	5,7,8,9,10,11,12
Hand Coordination	Bilateral hand coordination to write, type, use mouse, and handle paperwork.	1,2,3,4,6

Physical Demands	Description	Essential Function(s)
Climbing	Climb up to 15 steps ranging from 13 to 23 inches to get in and out of vehicles, use ladders and step stools.	8,10,11,12
Walking	Walk throughout various parks, fields, and grounds.	1,5,7,8,9,10,11
Carrying	Carry various equipment weighing up to 50 pounds up to 50 feet at a time.	1,5,7,8,9,10,11
Bending	Bend and reach from 0 to 80 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,5,7,8,9,10,11,12
Reaching	Bend and reach from 0 to 80 inches with up to 25 inches forward reach for landscaping and maintenance tasks.	1,5,7,8,9,10,11,12
Gripping	Grip 60 pounds bilaterally to steer vehicles and operate various hand tools.	1,5,7,8,9,10,11,12
Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.	1,5,7,8,9,10,11,12
Low-level Work	Low level kneeling activity for up to 15 minutes to perform various landscaping duties, irrigation repair, machine and equipment maintenance, etc.	1,5,7,8,9,10,11,12
Above-Shoulder Work	Lift up to 10-pound part from 0 to 75 inches and hold for up to 2 minutes at self-selected height above shoulder to perform building, vehicle and equipment maintenance, change light bulbs, etc.	11,12

Exposures

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.
- The noise level in the work environment is usually loud.

Knowledge, Skills, and Abilities

- Graduation from high school or GED equivalent, and Four (4) years of experience relating to construction, maintenance, or repair, or any equivalent combination of relevant education and experience.
- Considerable knowledge of equipment, facilities, materials and supplies used in building and grounds maintenance and construction and repair activities.
- Working knowledge of first aid and applicable safety precautions.
- Experience working with a computer and accessing information via a computer system.
- Strong customer service orientation and skills. Ability to clearly and verbally communicate with customers regarding City and State Ordinances.
- Required to work after hours snow removal as required and off-hour emergencies and/or work assignments.
- Ability to perform all duties in conformance to appropriate safety and security standards.

Personal Protective Equipment (PPE)

- All PPE necessary to perform the essential job functions.

Licenses, Certifications, and Residency Requirements

- Must be able to possess or obtain a valid Iowa Drivers License and have a good driving records for the past three years.
- Class B CDL Certification.

- Residency within **fifteen (15) minutes (traveling at posted speed limit)** of the building or facility to which they normally report to work.

Recommendations/Comments:

The City of Missouri Valley retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

Document History

Date	Description
01/2022	Updated

Definition of Terms

Term	Definition
• Essential Functions	• Those tasks that meet the definition of “the reason the position exists.”

Please read and sign:

I acknowledge receipt of this job description and understand my duties and obligations as outlined. I further understand that this job description does not imply a contract and that employment at the City of Missouri Valley is “at will” and may be terminated at any time with or without cause for any reason at the discretion of the City of Missouri Valley.

I have been provided a copy of this job description: _____

I have read and understand the job requirements as identified above: _____

To the best of my knowledge, I am able to perform the essential job functions with or without reasonable accommodations (as listed here):
