

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Sanitation/Street Supervisor

Department: Streets and Drainage

Pay Grade: 110

FLSA Status: Non-Exempt

JOB SUMMARY

The Sanitation Street Supervisor plans and schedules work on City streets for employee and contractor crews, coordinates work with other departments, and rides and inspects work in progress. An incumbent in this position also assists in maintaining inventory and equipment, assists with budget preparation, and resolves related citizen complaints.

ESSENTIAL JOB FUNCTIONS

- Plans work including materials, equipment, and personnel needed.
- Supervises assigned work crews; interviews, orients, and trains new hires.
- Makes work assignments; ensures work is done properly, safely, and on time; monitors work progress; and resolves problems in the field.
- Schedules: work orders and special projects; and equipment maintenance and repairs.
- Approves payroll information.
- Meets with other departments to coordinate work and avoid work conflicts.
- Resolves related citizen complaints.
- Obtains estimates from contractors; inspects contractor projects; and keeps proper documentation.
- Directs and assists work crews in maintaining and repairing streets, roads, bridges, driveways, sidewalks, curbs, and gutters.
- Directs work crews in maintaining and repairing open drainage systems and subsurface storm sewer systems; inspects contractor projects; and keeps proper documentation.
- Supervises brush chipping crew, monitors pickups, and ensures route schedules are maintained.
- Directs work crews in maintaining and repairing Public Works facilities and grounds; makes sure that crews clean, organize, maintain, and repair buildings, shops, garages, store rooms, driveways, and gates.
- Inspects work being performed by City or contractor crews; makes inspections of driveways and sidewalks.
- Supervises operations of the Recycle Center; monitors trash pickup through contractor to assure good customer service.

- Assists with budget preparation.
- Oversees inventory control; secures purchase orders; and reviews specifications for new vehicles and equipment.
- Meets with supervisor; discusses staff loads, project progress, and personnel issues.
- Creates and submits required reports.
- Drives or helps load tools and materials into trucks and trailers.
- Operates City-issued vehicle while driving among multiple job sites.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent, three (3) years of related work experience in maintaining and repairing streets, roads, and storm drains as well as operating light and heavy equipment, or an equivalent combination of education and experience; experience in supervising and providing guidance to work crews preferred.

Licenses or Certifications:

- Weed and pest control license for herbicide application purposes desired.

Special Requirements:

- Ability to maintain regular, reliable in-person attendance.
- Possess and maintain a valid Texas driver's license, Class "C", and a good driving record.
- Must reside within 25 minutes of Lockhart City Limits or service area to respond to emergencies.

Knowledge, Skills and Abilities:

- Knowledge of the properties of road building and maintenance materials such as: emulsified asphalts, modified asphalt cements, black base, and limestone base material.
- Knowledgeable of pavement preservation and maintenance.
- Knowledge of supervisory principles.
- Knowledge of safety rules for road work and for using equipment and tools.
- Skill in using equipment and tools necessary for the job.
- Skill in using Office and department software.
- Skill in communicating, both verbally and in writing.
- Skill in organizing and prioritizing.
- Skill in using levels and grade rods for determining grades.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division and determining material, supply, and man hour needs for projects.
- Ability to maintain records, policies, plans, procedures, and instructions.
- Ability to reference ordinances and adhere to construction standards.
- Ability to interpret maps and plans.
- Ability to assign and evaluate work.
- Ability to supervise others and resolve personnel issues.
- Ability to treat public courteously.
- Ability to explain policies and procedures to crews.

PHYSICAL DEMANDS

The work is heavy work. The employee is constantly required to move objects applying up to 20 pounds of force; frequently required to apply 30 pounds of force to move objects; and occasionally required to exert up to 100 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

O	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
F	• Crouching: Bending the body downward and forward by bending leg and spine.
F	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
F	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
O	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
F	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
F	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
F	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	• Reaching: Extending hand(s) and arm(s) in any direction.
F	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
C	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
F	• Standing: Being erect particularly for sustained periods of time.
C	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
F	• Talking 2: Shouting to be heard above ambient noise.
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
F	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
F	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
F	• Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
F	• Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.

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| C | <ul style="list-style-type: none">• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another. |
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WORK ENVIRONMENT

Work is usually performed outdoors under extreme heat, high humidity, cold, or rainy conditions; exposed to noise, traffic, exhaust fumes, caustic substances such as concrete, curing compounds, and epoxies; is performed using heavy equipment and machinery that could result in bodily harm; usually requires wearing a hard hat, back supports, non-slip shoes, leather work boots, rubber boots, eye/eye protections, gloves, rain gear, and vests; and may periodically require making decisions involving people, resources, and property.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date