

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

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Classification Title:	Assistant Superintendent of Streets	Civil Service Status:
Department:	Administration	FLSA Status:
Immediate Supervisor:		Bargaining Unit Status:
Employment Status:		Positions Supervised:

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general direction; assists with the planning and management of the operation of the City's streets and drainage division; ensures the repair and maintenance of City streets, ditches, storm sewers, buildings and grounds, cemetery, etc.; ensures the repair and maintenance of street department equipment.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Completion of secondary education (high school or GED), plus three (3) years experience in street maintenance and repair, including one (1) years supervisory experience, or equivalent; must be able to qualify for and remain insurable under the City's vehicle insurance policy.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a Class B Commercial Driver's License (CDL) or higher with appropriate endorsement(s).

1. Assists with the planning and management of the operations of the division of streets and drainage, including scheduled and emergency maintenance of streets, ditches, storm sewers, etc.; recommends the type and amount of materials required; establishes and maintains equipment maintenance schedules, material inventories, work policies and procedures, and street and equipment maintenance records; completes required forms and paperwork; assists with the maintenance of computerized records. Acts for the Superintendent in his absence or as delegated.
2. Supervises the activities of division personnel (e.g., schedules and assigns tasks; recommends the approval or denial of leave requests; provides or assists with the provision of training and instruction; recommends discipline; evaluates employee performance; etc.); oversees and assists with job assignments and assists with the development and implementation of division policies and procedures; operates equipment and assists with the performance of job assignments as necessary.

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3. Assists with the oversight and maintenance of the City cemetery and other City property.
4. Receives and responds to citizen complaints or inquiries; interacts with developers, builders, and other professionals; may attend Council meetings as division representative.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of (1) division policies and procedures,* (2) safety practices and procedures, (3) Occupational Safety and Health Administration rules and regulations, (4) road construction, maintenance, and repair, (5) general construction, maintenance, and repair, (6) heavy and medium duty equipment maintenance and repair, (7) manpower planning; **skill in** (8) light and heavy equipment operation, (9) use of bench and/or hand tools; **ability to** (10) deal with many variables and determine specific action, (11) recognize unusual or threatening conditions and take appropriate action, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) exercise independent judgment and discretion, (14) determine material and equipment needs, (15) calculate fractions, decimals, and percentages, (16) prepare accurate documentation, (17) communicate effectively, (18) maintain records according to established procedures, (19) develop and maintain effective working relationships, (20) employee training and development, (21) supervisory principles and practices, (22) building construction, maintenance, and repair.