

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Title:** Street Supervisor  
**Department:** Public Works  
**Division:** Streets

**GENERAL PURPOSE**

Under general direction organizes, supervises, and inspects the work of personnel engaged in the maintenance and improvement of streets, storm drains, and related structures; to operate street maintenance and construction equipment in projects demanding high degrees of operating skill; and to do related work as required.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Public Works Superintendent.

**SUPERVISION EXERCISED**

Working supervisor for all street division employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Lays out, assigns, and supervises work in seal coating, asphalt patching, constructing and maintaining; cleaning, and repairing, installation or removal of sidewalks, curbs and gutters, street signs, streets, storm drains, and traffic striping; regularly inspects streets and related structures for deficiencies; reviews plans and specifications of work to be done; inspects work in progress and upon completion. Inspects tools and equipment for proper use and care; supervises general clean up and maintenance work; assists in preparing job estimates and establishing priorities. Directly supervises the large or more complex jobs; maintains records and prepares reports of work activities; enforces safety regulations; requisitions materials and supplies; investigates complaints regarding streets and drainage facilities. Takes corrective action; trains and instructs workers; assists in the completion of the work by performing the more skilled tasks; repair street lighting fixtures and electroliers; make inspections on street encroachment permits. Responds to emergencies after regular working hours. Directs special work crews assigned to accomplish street maintenance and upkeep.

**PERIPHERAL DUTIES**

Assists in the recruitment of selection of part-time and season staff. Serves as a member of various committees, as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience**

Equivalent to graduation from high school and three (3) years of responsible experience in the construction and maintenance of streets and storm drainage facilities, including heavy equipment operation; and other related types of public works.

**KNOWLEDGE OF**

Knowledge of the methods, materials, equipment and practices involved in public works maintenance and improvement activities, including those concerned with streets, storm drains, sidewalks, curbs and gutters; the operation of the auxiliary mechanical equipment carried on power driven apparatus.

**ABILITY TO**

To plan and lay out a work program, including estimated personnel, equipment and materials requirements; keep job records and prepare reports. Read and interpret engineering construction plans related to street, storm drain construction and maintenance work. Operate and supervise the operation of heavy and light equipment; supervise the work of skilled and semi-skilled workers; inspect public works activities. Follow oral and written instructions; assist in budget development and control. Establish and maintain effective working relationships with subordinates, other city personnel and the public.

**SPECIAL REQUIREMENTS**

Valid state driver's license and the ability to obtain within 90 days of employment and a valid Class Be California Drivers License.

**TOOLS AND EQUIPMENT**

Motorized vehicles for driving purposes; any tools and equipment appropriate to streets management activities; personal computer, including Microsoft for Word, and Excel programs; calculator; copy and fax machines; telephone; mobile or portable radio.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in outdoor settings.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl; talk or hear and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually moderate to loud.