

POSITION DESCRIPTION  
CITY OF STEVENS POINT

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TITLE: Assistant Superintendent of Streets  
DEPARTMENT: Streets Department  
REPORTS TO: Superintendent of Streets  
SALARY GRADE: H

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SECTION A

**DISTINGUISHING FEATURES OF THE CLASS**

This position requires a highly motivated, self-directed individual to assist the Superintendent of Streets in managing the Streets Department. Administrative responsibilities include in the assisting of scheduling, coordinating and field supervision of multiple public works crews.

SECTION B

**ESSENTIAL KNOWLEDGE AND SKILLS**

Ability to work well with multiple groups.

Ability to be flexible.

Strong communication and supervisory skills.

Knowledge of procedures utilized in the maintenance of a municipal roadway system, including pavement maintenance, pavement marking and signage.

Thorough knowledge of typical public works construction projects, such as excavating, grading and asphaltic paving.

Knowledge and understanding of the importance of winter street maintenance and the snow removal process.

Knowledge and understanding of the importance of responding to weather related emergencies and/or other emergencies as they arise.

Ability to direct, supervise and support department personnel.

Knowledge of driving and the operation procedures for pickup trucks, dump trucks and heavy equipment.

Knowledge and use of computers along with word processing and spreadsheet software.

SECTION C

**SPECIAL QUALIFICATIONS AND EXPERIENCE**

High school diploma or equivalent plus three to five years experience that includes supervisory responsibilities. Supplemental education including technical school or

college coursework in construction, surveying and/or engineering is highly desirable.

#### SECTION D

##### **TASKS ROUTINELY PERFORMED**

Assists the Street Superintendent in coordinating daily and weekly work tasks performed by the street department.

Assists the Street Superintendent with tracking routine fleet maintenance records.

Supports street department personnel in the field by responding to questions or concerns.

Manages work being performed in the field.

Troubleshoots potential conflicts as they pertain to completing street department projects.

Communicates and coordinates with other City Departments in the process of performing duties.

Assists in the development and management of worker safety programs.

Documents accidents involving personnel and equipment. Manages and documents hazardous spills and cleanup.

Assists in insurance policy updates.

Manages maintenance of municipal garage and lot.

#### SECTION E

##### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Must be available to work day or night hours with minimal notice.

Must be able to occasionally sit 4 to 8 hours per day.

Must be able to occasionally stand 4 to 8 hours per day.

Must be able to work in outdoor and indoor environmental conditions from extreme heat, rain, snow, humidity, to extreme cold.

Must be able to perform the responsibilities of the position which require the use of both hands.

Must be able to occasionally bend, twist, kneel and squat.

Must have no limitations that restrict keyboard use for computers and typewriters.

Must be able to use a seat belt.

#### NOTE:

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

Updated 8/2012