

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

JOB DESCRIPTION	
SUPERINTENDENT OF STREETS	
Supervised by:	Director of Public Services
Supervises:	Supervises approximately nine Department of Public Services employees at the City's maintenance facility daily.
General Summary:	Supervises and directs Department of Public Services employees in the operation, maintenance, and repair of the City of Hastings infrastructure and facilities. Performs inspection of construction projects in-progress to assure conformance and compliance with plans and construction specifications. Provides oversight for a wide range of projects pertaining to water, storm sewer, sanitary sewer infrastructure, road construction, and other work within the City of Hastings.
Essential Job Functions:	
1	Plan and schedule the day to day activities of Public Works personnel in the execution of construction and maintenance activities, as directed by the Director of Public Services.
2	Inspire a strong work ethic and a high level of professionalism in subordinates.
3	Respond cordially to citizen complaints and suggestions concerning activities in the City or Department, and initiate corrective actions as needed.
4	Coordinate with other City Departments, staff, and citizens in a professional and courteous manner.
5	Advocate on behalf of the Department of Public Services and the City of Hastings with the public.
6	Promote strong relations between the Department and the community.
7	Inspect work performed in street right-of-ways by private contractors and coordinate activities with utility companies.
8	Perform construction related tasks such as evaluation of sidewalk and street condition to determine needed repair or scheduling of repairs.
9	Supplying cost related estimates to the Director of Public Services for planning of projects and activities.
10	Coordinate activities related to the water and sewer utilities, vehicle maintenance, street maintenance, park maintenance, public buildings, and other support services of the Department.
11	Oversee safety training, equipment operation training, public relations training, and other training of DPS personnel and assure compliance with all OSHA and other pertinent standards and requirements.
12	Function as a member of the Department Safety Committee making recommendations and setting safety policy.
13	Assist in the preparation of cost estimates, budgets, and other financial

	information for the work of the Department.
14	Oversee the compost facility.
15	Function as a member of the work crew and perform other support duties as needed.
16	Perform other duties as required.
Required Knowledge, Skills, Abilities and Minimum Qualifications:	
<input type="checkbox"/>	Minimum five years of related experience is required.
<input type="checkbox"/>	A high school diploma or GED is required. Relevant college course work is preferred.
<input type="checkbox"/>	An EGLE S-2 license certification in water distribution within one year from date of hire.
<input type="checkbox"/>	Stormwater Operators license
<input type="checkbox"/>	A Commercial Driver's License valid in the State of Michigan with the "B" endorsement and air brakes.
<input type="checkbox"/>	Experience in construction and project management.
<input type="checkbox"/>	Considerable general knowledge of construction plan specifications and construction methods and materials.
<input type="checkbox"/>	Working knowledge of construction methods, materials, and practices for construction and maintenance of underground and above ground infrastructure and facilities.
<input type="checkbox"/>	Knowledge of safety practices, tools, procedures, and materials utilized in common public works maintenance and repair operations.
<input type="checkbox"/>	Knowledge of traffic regulations and equipment operation procedures and practices.
<input type="checkbox"/>	Familiarity with MDOT, EGLE, MDNR construction specifications.
<input type="checkbox"/>	Knowledge in meter reading, utility repairs, and service work coordination.
<input type="checkbox"/>	Skill in establishing and maintaining effective working relationships, and the use of good judgment, initiative, and resourcefulness when dealing with employees, contractors and the general public.
<input type="checkbox"/>	Skill in making basic mathematical calculations and in following written and oral instructions.
<input type="checkbox"/>	Skill in written and oral communications.
<input type="checkbox"/>	Skill in estimating material needs and maintaining records.
<input type="checkbox"/>	Ability to respond to emergencies and perform job functions during non-standard business hours.
<input type="checkbox"/>	Ability to make effective operating decisions, prioritize work demands, and work effectively under stress.
<input type="checkbox"/>	Ability to assemble data and to prepare clear and concise written reports.
<input type="checkbox"/>	Ability to lift and carry 50 pounds on a regular basis over uneven terrain.
<input type="checkbox"/>	Ability to walk, crawl, climb, and maneuver where physical mobility is essential.

<input type="checkbox"/>	Ability to independently handle multiple tasks with limited supervision.
<input type="checkbox"/>	Ability to develop work and training programs and to supervise the work of others.
<input type="checkbox"/>	Ability to see and hear well.
<input type="checkbox"/>	Computer skills, including Microsoft Office and Excel. ArcGIS experience preferred.
<input type="checkbox"/>	Technical confidence, enthusiasm, devotion to a team approach, and a commitment to superior customer service.
Physical Demands and Work Environment:	
<p>The physical demands and work environment characteristics described here are representative of those an employee is likely to encounter while performing the essential job functions of this position. While performing the essential job functions of this position an employee is regularly required to communicate with others in person and on the phone. An employee is frequently required to perform work in the field involving moving about on uneven terrain. An employee frequently works outdoors and is exposed to adverse weather conditions. An employee is required to use a computer frequently, and to view and create written documents. An employee is occasionally exposed to fumes or airborne particles and potentially toxic or caustic chemicals. An employee is occasionally required to attend seminars or other job related classes for continuing education credits needed to maintain required licenses. An employee will frequently be required to lift and carry objects up to 50 pounds in weight. The noise level in the work environment is light to heavy.</p>	
Date Created: 10.16.2001	
Dates of Revision: 12.15.2005; 06.18.2007; 06.01.2008; 09.25.2015; 11.23.2021;11.29.2021	