

CITY OF MONTPELIER, VERMONT
POSITION DESCRIPTION

POSITION: Streets Supervisor
CLASS: 19

NATURE of WORK:

This is a supervisory position under the direction of the Public Works Director. The duties are varied, and consist primarily of supervising and directing a crew of Public Works personnel in the work of constructing, maintaining and repairing streets, roads, bridges, storm drain systems, ditches and sidewalks. Must be highly organized, and must be able to plan and schedule multiple tasks to be concurrently performed by subordinates. Must have good communications skills. See also attached Functional Job Description for this position.

EXAMPLES of WORK:

Organizes and supervises project and maintenance crews, participates in the planning, construction, maintenance and repair of streets, roads, bridges, culverts, catch basins, storm drains, ditches, sidewalks; supervises and participates in the operation of snow plowing and removal, and street construction. Reads plans, blueprints, etc., and performs inspections of projects in conformance with plans. Ensures signage plans are developed per the current MUTCD; oversees installation of street signs and maintenance of sign inventory. Orders and inventories parts and tools; maintains billing records; maintains time and job records. And generally performs such other duties as may be required by the Director.

EDUCATIONAL REQUIREMENTS/SKILLS:

Must be a high school graduate or have an equivalent Certificate of Completion. Must have at least five (5) years experience in a Public Works or construction related field. Must be experienced in construction procedures and equipment operation. Will be required to meet with and assist various community and civic organizations. Prior supervisory experience is preferred, but not mandatory. Must possess a valid Vermont Commercial Drivers License.

**EQUIPMENT & LEVEL OF PROFICIENCY
FOR STREETS SUPERVISOR**

Major Equipment	Level of Proficiency
Dump truck, with or without snow removal equipment and sand spreader	Proficient
Front-end loader, with or without snowblower attachment	Proficient
Pickup truck and 1-ton, with or without snow removal equipment	Proficient
Street sweeper	Capable
Road grader and/or backhoe	Capable
Highway line striping machine	Proficient
Sign fabricating machine	Capable
Minor Equipment	Level of Proficiency
Sidewalk plow	Capable
Air compressor	Proficient
Chain saw	Proficient
Hand tools	Proficient
Welder/cutting torch	Capable
Drill press	Proficient
Bench grinder	Proficient
Culvert-thawing apparatus	Proficient
Hydraulic hoist	Proficient
Peripheral Equipment	Level of Proficiency
Sewer cleaner	Capable
Water/sewer pumps	Capable
Emergency generator	Capable

April 18, 2007

**JOB OPENING
STREET SUPERVISOR**

The City of _____ is accepting applications for the position of Street Supervisor in the Department of Public Works. Applicants must have at least five (5) years experience in a Public Works or construction related field; must be experienced in construction procedures and equipment operation; must have excellent organizational and communication skills. Prior supervisory experience is preferred, but not mandatory. Applicants must possess a valid Vermont Commercial Drivers License.

Applications and a detailed job description may be obtained at the Public Works Office, City Hall, 39 Main Street, _____, VT, or at the Public Works Garage. For further information, contact _____, between 7:00 am and 3:30 pm. Applications must be submitted no later than Friday, May 11, 2007.

The City of _____ is an equal opportunity employer.

Director of Public Works

