

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Assistant Streets Superintendent
<b>Job Code</b>	4003
<b>FLSA Status</b>	Non-exempt
<b>Pay Grade</b>	109

### GENERAL POSITION SUMMARY

Supervises and assists the Streets Superintendent in directing and overseeing the operations and activities of the Streets Department, including the recycling center, beach and boardwalk maintenance refuse and yard waste pickup and carpentry shop. Manages a diverse staff of over thirty (30) employees, including training, scheduling, and review and evaluation of work. Performs daily inspections of work including street cleaning, trash removal, street and gutter maintenance, and maintenance projects. Operates and maintains the city's fuel dispensing system. Issues purchase requests for materials and equipment. Meets with the public to explain services and investigate complaints.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans and supervises the work of the Streets Department, responsible for the maintenance and safety of the boardwalk, City streets, and sidewalks.
- Oversees City refuse and recycling collection, yard waste and storm debris removal and disposal, carpentry, painting, and general maintenance.
- Oversees maintenance and proper function of the City's stormwater collection system to include stormwater inlets and outfalls
- Oversees access, maintenance, and cleanliness of the City's approximately 1 ½ miles of public beach.
- Provides direct supervision of department work crews, including training, assigning tasks to employees, and reviewing and inspecting work.
- Performs daily inspections of work including street cleaning, trash removal, street and gutter maintenance, and maintenance projects.
- Establishes department procedures for performing work, maintaining records, operating and maintaining equipment, and promoting safety procedures.
- Oversees the work of vendors and private contractors.
- Prepares reports of departmental activities.
- Uses automated systems (MUNIS) to issue purchase requests for materials and equipment; maintains fuel supply.

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- Meets with public to explain services and investigates complaints.
- Interprets and enforces procedures and policies.
- Attends meetings of the Commissioners as requested.
- Maintains time and material records.
- Maintains MSDS (Material Safety Data Sheet) manuals in accordance with state and federal laws.
- Performs related work as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A high school diploma or GED equivalent
- At least five (5) to seven (7) years of experience of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- Possession of a standard driver license required

### OTHER JOB REQUIREMENTS

- Ability to use computer systems (MS Office products) to track, record, and manipulate data and coordinate with other City staff.
- The ability to report for work after hours and weekends to supervise employees working on the various shifts or for any unforeseen emergencies.

### PREFERRED QUALIFICATIONS

- Possession of a valid commercial driver license (CDL)

### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

#### Knowledge of:

- Public Works Department procedure and practices
- Standard tools and equipment
- Safety procedures

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**Skill in:**

- Performing a variety of duties, often changing from one task to another of a different nature
- Management and supervision
- Negotiation
- Organization and prioritization
- Equipment operation

**Ability to:**

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Monitor equipment operation and detect malfunctions
- Maintain department records
- Maintain effective working relationships

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here 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.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment		X	
Shop environment		X	
Detention center or correctional facility	X		

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Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)		X	
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )		X	
Moving mechanical parts			X
Risk of electrical shock			X
Vibration			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste	X		
Loud noises ( <i>85+ decibels</i> )			X

### PHYSICAL DEMANDS

*The physical demands described here 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.*

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

<b>Date created:</b>	9/30/2018
<b>Dates revised</b>	1/10/2023