

**City of Sallisaw  
Job Description**

**Job Title:** Street Superintendent

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**Exempt (Y/N):** Yes  
**Date:** July 2007

**Department:** Street  
**Reports To:** City Manager

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**SUMMARY**

The incumbent is responsible for overseeing the daily operations of the Street Department, ensuring that proper materials and equipment are available for completion of the job and that employees are working together to accomplish duties in an efficient manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

1. Responsible for maintenance and repair of all city streets and maintenance of drainage structures.
2. Responsible for installation and repair of street signs.
3. Prepare yearly budget request for daily operations and major improvements.
4. Plan and coordinate annual summer street program.
5. Ensure proper equipment is available and properly maintained.
6. Meet with and assist public with miscellaneous street and drainage problems.
7. Maintain street signs and ensure necessary supplies are available in sign room.
8. Maintain materials needed for daily operations as required and at the best possible value for the city.
9. Attend meetings/conferences updating skills and products available.
10. Work with outside contractors maintaining safety and city standards for drainage and new streets.
11. Work directly with upper management on daily and/or long term projects.
12. Ensure proper safety measures are followed for each job.
13. Responsible to manage and administer employees, funds, equipment and other resources of the department.

14. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Supervises employees of the Street Department. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); five (5) years related experience and five (5) years supervisory experience.

**LANGUAGE SKILLS**

Must be able to read, analyze and interpret financial reports and legal documents. Must be able to respond to common inquiries and/or complaints from customers, regulatory agencies and members of the business community. Must have the ability to effectively present information to management, public groups, and/or Board of Commissioners.

**INTERNAL AND EXTERNAL COMMUNICATION**

Contacts frequently with other personnel, departments and/or offices, as well as with upper level positions. Extensive contacts with various diversified sectors of the public environment. Must be able to maintain a cooperative working relationship with other departments and personnel of the City.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold a Class A CDL. Must possess a valid Oklahoma Driver's License with driving record suitable to the City's insurance carrier.

**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.

While performing the duties of this job, the employee must be able to talk and hear. The employee must be able to walk, sit, stand, taste and smell. The employee must be able to use hands and fingers to handle, feel and reach. Employee must be able to climb and balance; and, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this position include; close, distance, color, depth perception, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics 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.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather; extreme heat, cold, wet and humid conditions. The incumbent may work in high precarious places, near moving mechanical parts, and could be at risk of electrical shock and/or vibration. Incumbent may be exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually very loud.

\*\* A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the corner of Chickasaw and Elm, Sallisaw, Oklahoma.

Approved:  Date: 11-24-14  
City Manager

Modified: 07/24/07