



BRENT WARREN  
Superintendent  
bwarren@nappanee.org

July 29, 2020

**JOB ANNOUNCEMENT**  
**Street Maintenance Supervisor**  
*(Street and Sanitation Foreperson)*

**Summary**

The Street Department Supervisor is responsible for planning, overseeing, and directing the operations and activities of assigned street maintenance crews under the direction of the Street Superintendent. Performance requires the ability to work independently, communicate clearly, and provide leadership and guidance.

Areas of responsibility include, but are not limited to, care and maintenance of streets, sidewalks, parking lots, street signage, equipment and facilities; oversees and participates in complex projects and performs related work as required.

**Essential Duties and Responsibilities**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides direction and oversees the operations and activities of assigned street maintenance staff.
- Oversees the scheduling and activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties; provides input to the superintendent for employee performance evaluations.
- Oversees and participates in complex projects in street maintenance, preventative street maintenance, sidewalks, and ADA evaluations; ensures adherence to safe and efficient work methods, procedures, and practices.
- Works with superintendent in planning work assignments, including materials and staff resources needed to perform the work; assists in the development of work plans, procedures, and schedules.
- Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate.
- Provides Superintendent with updates on project status and street maintenance problems and needs.
- Performs the work of direct reports as needed.
- Follows safe working practices and makes appropriate use of related safety equipment as required.
- Receives and responds to questions and concerns from citizens; identifies issues and resolves problems or refers to supervisor as appropriate.
- Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
- Maintains records of daily activities and schedules.
- Other duties as assigned.



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## Qualifications

### Education and Experience:

- High School Diploma or GED
- 2-5 years of relevant supervisor experience.
- Experience working with heavy equipment and street maintenance
- Must reside within 20 minutes of Nappanee City Hall
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### Knowledge of:

- Principles and practices of leadership.
- Materials and equipment used in the maintenance, development, repair, and installation of streets, sidewalks, and street signage.
- Methods and techniques of snow plowing and deicing.
- Methods and techniques of rating roadways using PASER.
- Operational characteristics of standard construction and maintenance tools and equipment.
- Methods and techniques of repairing asphalt and concrete roads.
- Operational characteristics and safety requirements for the operation of trucks and other heavy equipment.
- Methods and techniques of complying with safety requirements.
- Basic knowledge of ArcGIS.
- Principles and procedures of recordkeeping.
- Modern office practices, methods, and computer equipment and applications.

### Ability to:

- Lead maintenance staff and volunteers, including training, planning, organizing, scheduling, and coordinating.
- Assist with the planning and developing of street policies and procedures.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Perform the more complex skilled tasks in the construction, modification, maintenance, and repair of streets, sidewalks and facilities.
- Operate a variety of street maintenance tools and equipment properly and safely.
- Perform heavy manual labor.
- Properly handle fertilizers and pesticides.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate mathematic calculations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.



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#### Licenses and Certifications:

- At time of appointment, Indiana Driver's License with a satisfactory driving record maintained throughout employment.
- Upon appointment, would be required to hold a Class B CDL within one year.
- Upon appointment, would be required to hold a Pesticide Applicator Core Training with a Category 8 Mosquito Management License within two years.

#### Physical Demands

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

#### Environmental Elements

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

#### Working Conditions

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

#### **SUBMISSION REQUIREMENTS:**

Current City Employees: Please submit an "Internal Application Form" via email to [bwarren@nappanee.org](mailto:bwarren@nappanee.org) and [HR@nappanee.org](mailto:HR@nappanee.org) to be considered.

External Applicants: Please submit an Employment Application via email to both [bwarren@nappanee.org](mailto:bwarren@nappanee.org) and [hr@nappanee.org](mailto:hr@nappanee.org). Or it can be submitted in person at City Hall – attention Brent Warren and Adrielle Lewinski.

Internal Application Form: <https://drive.google.com/file/d/1t-717m4vm4h8GR5kd3xNCETXEp0dmdDu/view?usp=sharing>



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Employment Application for external candidates: <https://drive.google.com/file/d/1m-ALc0jmFXHxHddlcAL9IZfznxJVOqPZ/view?usp=sharing>