

Job Class Code: 2670	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee the installation, maintenance, repair, and construction of City infrastructure under the direction of the Streets & Bridges Administrator. The class is responsible for staff supervision, installation, maintenance, repair, and construction, planning, training, policy, assisting with budget preparation, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Sets priorities and manages manpower engaged in installation, maintenance, construction, and repair of City infrastructure in accordance with City policy; ensures compliance with local, state, and federal, regulations and laws; ensures completion of work.
- Ensures workers comply with safety regulations and personnel compliance with safety standards.
- Interacts with the general public to respond to inquiries and complaints.
- Ensures readiness of equipment for area of responsibility.
- Assists in annual budget preparation; oversees and approves expenditures; prepares financial forms and reports.
- Gathers and maintains information to support progress or production reports documenting activities for area of responsibility.
- Monitors inventory to ensure adequate supplies and equipment for scheduled work.
- Assists other departments and other cities as directed by supervisor.
- Attends or conducts staff and other professional meetings to exchange information; attends training classes to monitor and assist with instruction.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.
Language Requirements	Reads scientific and technical journals, blueprints, financial reports, or legal documents; speaks informally to groups of coworkers, staff in other organizational agencies, and the general public; writes complex reports; presents training programs.

Mental Requirements	Performs professional level work requiring the application of engineering, accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate degree in Engineering Technology, Construction Technology, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Professional Engineer License issued by the Commonwealth of Virginia preferred.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.