

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Streets Maintenance Supervisor  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Director

**SALARY GRADE:** 16  
**FLSA STATUS:** N  
**DATE:** 05/10

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Supervises the work of skilled, semiskilled and unskilled employees engaged in construction of streets, roadways, sidewalks, appurtenances, special assignments in support of other city crews and the maintenance of traffic control devices.

**ESSENTIAL JOB FUNCTIONS:**

Determines the method and procedures used in the cleaning, repairing and construction of streets, roads, sidewalks, storm drainage structures, parking lots and other public works activities; inspects work performed. Determines methods and procedures used in placement of traffic signs, painting of traffic control and parking lines on street pavement and the use of other material for semi-permanent application of lines.

Assists in grading, excavating and earth-filling work.

Assists with special events in planning, logistics, set-up and tear-down; manages any special constructions, effects and needs for events.

Schedules and supervises the maintenance and repair of heavy automotive equipment.

Plans and assigns routes for city-wide snow removal efforts.

Estimates and determines the material and manpower needed for specific public works projects: inspects the work performed.

Trains or provides for the training of employees in the operating of equipment such as backhoes, front-end loaders, rollers and other vehicles, equipment and tools used by the Public Works Department; also trains on safety techniques and takes action to reduce hazards.

Assists with Capital Projects and other Capital Improvements.

**IMPORTANT JOB FUNCTIONS:**

Assists Director of Public Works or his/her designee with street and sidewalk inventories, the undertaking of special crew assignments and determines the methods and procedures to be used in the implementation and completion of the assignments.

Attends meetings for Public Works related projects.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

City Vehicle	Heavy Automotive Equipment	Road Construction Equipment
Computer	General Office Equipment	Sign Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma or equivalent; and,

Four to five years of progressively responsible experience in horticulture; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Maryland Commercial Drivers License (CDL)

Flaggers Safety Certification

Trenching and Excavating Certification

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Materials, techniques and procedures used in municipal public works projects, including maintenance of traffic control devices, line marking, street and sidewalk maintenance.

Operation of automotive, construction and maintenance equipment.

Department organization, standard operating guidelines and policies, rules, and regulations.

Management and organization theories and practices.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Operating the variety of tools, equipment and vehicles used in municipal public works projects.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to lead, train and supervise others.

Ability to read and understand written instructions and operating manuals.

Ability to perform manual labor and to withstand adverse weather conditions.

Ability to organize and supervise activity.

Ability to acquire knowledge of other codes and regulations administered by the department.

Ability to interpret laws, regulations, codes and ordinances, and to apply requirements to appropriate situations.

Ability to follow directions, both verbal and written.

Ability to maintain records, logs and files.

Ability to prepare written reports and correspondence.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand climb, stoop or crouch; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; climb stairs; ascend and descend stairs, ladders, ramps, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; push, pull and/or lift up to 50 pounds; lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in a normal office environment and in the field exposing the employee to various outside atmospheric conditions; with moderate exposure to dirt and dust and to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, falling from high, exposed places, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately to very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.