

C O U N C I L C O M M U N I C A T I O N

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE
July 20, 1988

SUBJECT: APPROVE CLASS SPECIFICATIONS FOR ASSISTANT STREET SUPERINTENDENT AND ESTABLISH
 SALARY RANGES FOR ASSISTANT STREET SUPERINTENDENT AND STREET SUPERINTENDENT

PREPARED BY: Assistant City Manager

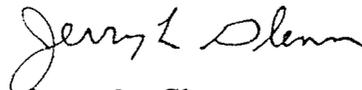
RECOMMENDED ACTION: That the City Council approve the class
 specification for Assistant Street Superintendent
 and establish the appropriate salary range for
 this position.

BACKGROUND INFORMATION: With the approval of the 1988/89 Operating Budget,
 the City Council authorized the upgrading of one
 of the three Street Supervisor positions to an
 Assistant Street Superintendent. The attached
organization chart shows the new organizational structure of the Street
Division.

Attached for Council approval is the job
specification for the position of Assistant Street Superintendent. Because of
the administrative and supervisory responsibilities of this position, it is
recommended that it be classified as a Mid-Management position. The
recommended salary, based on salaries in place prior on July 1, 1988, is as
follows:

	A	B	C	D	E
ASSISTANT STREET SUPERINTENDENT	\$2,362.48	\$2,480.61	\$2,604.24	\$2,734.87	\$2,871.61

Respectfully submitted,



Jerry L. Glenn
Assistant City Manager

JLG :br

Attachment

TXTA.07A COUNC395

RESOLUTION NO. 88-92

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CLASS SPECIFICATIONS FOR ASSISTANT STREET SUPERINTENDENT AND
ESTABLISHING THE SALARY RANGE FOR ASSISTANT STREET SUPERINTENDENT

RESOLVED, that the City Council of the City of Lodi does hereby approve class specifications for Assistant Street Superintendent as shown on Exhibit A attached hereto and thereby made a part hereof.

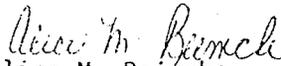
BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby establish salary range for Assistant Street Superintendent, effective July 11, 1988 as follows:

	A	B	C	D	E
ASSISTANT STREET SUPERINTENDENT	\$2,362.48	\$2,480.61	\$2,604.24	\$2,734.87	\$2,871.61

Dated: July 20, 1988

I hereby certify that Resolution No. 82-92 was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 20, 1988 by the following vote:

Ayes: Council Members - Olson, Reid, Snider anti Pinkerton (Mayor)
Noes: Council Members - None
Absent: Council Members - Hinchman


Alice M. Reinche
City Clerk

ASSISTANT STREET SUPERINTENDENT

DEFINITION

Plans, assigns, supervises and reviews the work of the Street Division Supervisors and maintenance crews in the construction and maintenance of streets, **alleys**, storm sewer facilities, sidewalks and City landscape areas. Responsible for street sweeping, tree maintenance, weed abatement, and maintenance of traffic control devices. Coordinates field crews, assists in administrative duties.

DISTINGUISHING CHARACTERISTICS

This is a Mid-Management level position in the Street Division of the Public Works Department. This position oversees supervisory staff in the Street Division and reports directly to the Street Superintendent. It is distinguished from the supervisor class by its greater involvement in policy making and goal setting responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Street Superintendent.

Exercises general direction over Street Division Supervisors and field maintenance crews.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Assist Street Superintendent with long range planning and organization; direction, and review of operations, development and implementation of Division goals, objectives, policies, and priorities.

EXHIBIT A

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ASSISTANT STREET SUPERINTENDENT
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Assists with preparation and administration of the Divisions budget.

Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions.

Assists in the preparation of the Street Division budget and annual report.

Assists in planning, organizing, and supervising construction and maintenance of streets, alleys, and storm sewer facilities; street cleaning; painting of traffic control legends and curbs; installation and maintenance of traffic control devices, City trees, parkways and easements; directs the weed abatement program; and provides technical advice on storm sewer facilities regarding operation.

Provides for training and development of Division employees.

Prepares billings and estimates for repair and construction work performed by City forces.

Assists with technical reports of Street Division activities; evaluates, plans and programs an effective system for preventive maintenance of roadways, storm sewer facilities, and traffic control devices.

Makes recommendations for improvement and construction of street and storm sewer facilities.

Assists in administering landscape contracts for Public Works facilities, street medians, well sites, pumping stations, parking lots, and City buildings.

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ASSISTANT STREET SUPERINTENDENT
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Assists in the preparation of formal work schedule programs for Street Division in tree maintenance and removal, and street, alley, sidewalk, and parking lot maintenance.

Inspects work of street crews for conformance with plans and specifications.

Insures an adequate inventory of materials, supplies, parts, and equipment for the Division's total work program.

Assists in more difficult citizen complaints and public relation matters.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Materials, methods, tools, and equipment used in construction, operation, and maintenance of street systems, storm sewer facilities, traffic control devices, herbicides, insecticides, tree and landscape maintenance.

Related Public Works operations, particularly electric, water distribution system, and sewage collection and disposal as they relate to street construction work.

Report writing techniques.

Basic municipal accounting and budgeting practices.

Principles of management **and** supervision.

Safety principles, practices, and procedures.

Ability to:

Plan, organize, assign, and supervise the **work** of construction and maintenance crews.

Analyze Division's operations, and recommend improvements.

Analyze and interpret Federal and State regulations pertaining to street systems, and storm water discharges.

Establish cooperative public relations with employees, contractors, the general public, and officials of other government agencies.

Estimate job costs and keep neat and accurate records.

Organize and conduct Division training programs.

Read and interpret plans, specifications, and diagrams used in the design and construction of streets and storm drains.

Plan and coordinate personnel and equipment assignments on joint projects with other divisions and departments.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

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ASSISTANT STREET SUPERINTENDENT
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Experience

Five years of increasing responsibility in construction and maintenance of street systems and other Public Works activities, two years of which were in a supervisory capacity.

Education :

Completion of high school or the equivalent.

Licenses and Certificates

Possession of a valid Class I California Driver's License issued by the Department of Motor Vehicles within six (6) months after assuming this position.

**STREET
DIVISION
ORGANIZATION**
MAY 1980

Part time or contract position

