

CSC Adopted: October 2001 , CSC Revised: _____

Class Title: Storm Water Assistant Superintendent

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises personnel and daily operations and performs administrative duties. Enforces safety rules. Responds to citizen concerns. Performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises personnel by preparing work schedules, training personnel on equipment and safety, conducting performance reviews and enforcing policies and procedures.
2	S	Performs administrative duties by maintaining files and records, preparing reports and supervising historical data and collection statistics.
3	L	Enforces safety rules by providing monthly training courses for employees, conducting monthly and daily equipment and building inspections and investigating accidents.
4	L	Responds to citizens by communicating with and responding to citizen complaints, concerns and requests, preparing and distributing sweeping schedules to the public, visiting schools and public events to demonstrate equipment and services and providing additional services during festivals and events.
5	M	Performs related duties by maintaining building grounds and equipment.
6	L	Responds to emergencies by leading emergency storm clean-up teams.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read equipment manuals, schedules, forms, correspondence, policies and procedures, memos and articles.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, reports, schedules, memos, evaluations, policies and procedures, specifications and guidelines.
Managerial	Managerial responsibilities include scheduling crews, clean-up, maintenance and repair and planning training sessions.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non- discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observing work activities
Sitting	F	Deskwork, driving, meetings
Walking	F	During inspections
Lifting	F	Supplies
Carrying	F	Supplies
Pushing/Pulling	O	Equipment
Reaching	O	Reaching for items on higher shelves
Handling	F	Equipment, tools, paperwork
Fine Dexterity	F	Computer keyboard, tools
Kneeling	F	Repairing equipment
Crouching	F	Repairing equipment
Crawling	R	Repairing equipment
Bending	F	Picking up items from the floor
Twisting	F	Loading and unloading supplies
Climbing	O	Into equipment
Balancing	R	On equipment
Vision	C	Computer monitor, reading, observing work activities
Hearing	C	Communicating with personnel, the general public and on the telephone and radio
Talking	F	Communicating with personnel, the general public and on the telephone and radio
Foot Controls	R	Driving
Other (specify)		

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, department related equipment, bulldozer, back hoe, computer and related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	X
Outdoors	X
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, steel toed shoes, gloves, eye protections, ear protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	C
Other (see 3 below)	N

- (3)