



POSITION DESCRIPTION			
Title	Streets and Lanes Superintendent	Department	Maintenance
Reports To	City Manager	Status	Non-Exempt
Summary	<p>The City of Guyton, a rapidly growing community in Effingham County near the Georgia coast, has an immediate opening for the position of Streets & Lanes Superintendent. This position is responsible for supervising the day-to-day operations and staff involved in constructing, maintaining, and repairing of streets, culverts, drainage ditches, and rights-of-way. This includes routine work and occasional large-scale projects requiring special operations crews or outside contractors. This position reports to the City Manager.</p>		
Position Requirements & Qualifications	<p>High School diploma or GED. Minimum three (3) years relevant experience in a construction or maintenance supervisory position required. Experience with and knowledge of local road construction/maintenance codes and ordinances and relevant state and federal laws required. Must have experience with operating earthmoving equipment. Must have experience with proper ditching and pipe-laying procedures. Demonstrated knowledge and experience with operating various hand and power tools and equipment used for ditch and pipe-laying work required. Must have skill in performing preventative maintenance on both light and heavy equipment. Must demonstrate skill in supervision and knowledge of management and supervisory principles and practices. Must have good communication skills both oral and written; must possess good interpersonal skills; or any combination of education, training, or experience which provides the requisite knowledge, , skills, and abilities for the position. Must possess and maintain a valid Georgia Driver's License.</p>		



Essential Job Responsibilities	Receptionist Responsibilities <ul style="list-style-type: none"> • Schedules work crews and assigns daily duties to ensure adequate coverage and control; monitors the work of personnel in the field. • Locates property lines and sets stakes. • Assists with interviewing, training, and evaluating personnel. • Conducts on-site inspections of work in progress to ensure full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency. • Clears right-of-way; digs and clears ditches. • Reviews work orders; determines equipment and materials needed. • Ensures compliance with safety guidelines. • Maintains parts and supplies inventory; reorders as needed. • Coordinates with outside contractors and construction workers as necessary • Operates various types of heavy equipment as needed (e.g., lowboy, dump truck, bulldozer, motor grader, backhoe, roller, etc.) • Remains on-call for after-hours emergencies. • Inspects assigned vehicles and equipment • Trains personnel in safety and operating procedures. • Transports equipment and personnel to job sites. • Assists with locating utility lines. • Provides updates and progress reports to the City Manager. • Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, procedures, and specifications. • Monitors department budget and expenditures.
Responsibilities Con't.	<ul style="list-style-type: none"> ▪ Ensures maintenance and proper use of equipment and tools; ensures completion of minor maintenance activities, such as checking and adding fluids, checking tire pressure, etc. ▪ Reports and schedules needed major repairs and maintenance. ▪ Completes and maintains inspection, gas usage, and other associated documentation. ▪ Performs other related duties as assigned.