

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Street Lighting Superintendent

CLASS CODE: 3229

GENERAL DESCRIPTION OF DUTIES:

Incumbents plans and supervises streetlight and traffic signal maintenance and repair.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level trade classification in the Trades Series – Electrician Group job family within the City of St. Louis. Incumbents perform a limited variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for planning and supervising the work of field personnel repairing and maintaining streetlights and traffic signals.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Maintains records of work completed and materials used.

Lays out projects.

Orders supplies and materials for traffic and street lighting.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicles, compressors, trencher, boring machine, cable locator, volt/ohm meter, two-way radio, telephone and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as complaints, attendance sheets, personnel policies, performance evaluations, employee records, damage reports, technical operating manuals, ordinances, statutes, traffic signal manuals, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; perform mathematical operations involving basic algebra.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, leading, teaching, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as electric currents and traffic hazards.

Physical Requirements:

Requires the ability to lift, push and pull power doors weighing up to fifty pounds.

Requires the ability to stoop, kneel at the base of street light/traffic signal poles and climb ladders.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors and shapes to determine correct traffic signal functions and street light outages.

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