

# HUMAN RESOURCES

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**MARK R. JOHNSON**  
*Mayor*

## CITY OF COVINGTON

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### Streets Supervisor

**Position #:** 421  
**Work Location:** Public Works  
**Reports to:** Assistant Director  
**Rate of Pay:** \$25 - \$27/hour  
**Full Time, Non-Exempt Position. Eligible for overtime.**

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#### City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and customers.

#### General Job Description:

To administer, operate, maintain and monitor all systems within the Streets Department. Responsible for leading and managing their respective crew of employees in accordance with our City handbook and laws.

#### Essential Functions:

- Oversee Streets department crews to ensure all functions are operational, to include infrastructure repairs and maintenance, preparation and planning for special events, and traffic and safety measures
- Oversee infrastructure repairs, as well as maintenance of all City equipment, properties, parks, etc.
- Responsible for maintenance of Rights Of Way, servitudes, alleys, and streets, to include lateral ditching, grasscutting, and construction repairs within City boundaries
- Responsible for execution of preparations and planning for City events, to include clean up before, during, and after
- Ensures all traffic and safety measures are observed
- Responsible for maintaining operations during storm or disaster events which affect the City. This position is considered Essential and must be present during said events.
- Responsible for onsite planning and overseeing of crews for City events such as parades, marches, concerts, etc.
- Responsible for asphalt patching, placement, and repairs of City streets, including hot or cold asphaltic concrete and cement
- Supervise, manage, and direct the City's street and flood control maintenance programs, including street sweeping, asphalt and pothole repair, curb and gutter, sidewalk repair, and flood channel cleanup.

- Maintain all City equipment relative to their job requirements and needs
- Ensure all safety guidelines are maintained and/or notify proper authorities if harmful detection is found
- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Perform other duties as assigned by the director and assistant director
- Participates in annual refresher training in government regulations and municipal policies (when applicable)
- Performance manage their team of employees to meet City guidelines
- Maintain employee staffing levels due to the task at hand

**Job Qualifications:**

- College graduate preferred or high school graduate with 5 years experience in field
- Based on position, certain qualifications and certifications may need to be held and/or the willingness to obtain proper certifications. Certifications must remain in good standing.
- Must have a minimum of five years of experience in supervision of employees
- Experience with LA Dig laws and processes related to LaOne Call.
- Must have strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees, management, and the public
- Must be highly organized
- Must have good computer skills and knowledge of the latest software in this business
- Must have years of experience in construction and engineering fields
- Must possess a valid Louisiana driver's license

**Physical Demands:**

- Ability to communicate over the telephone
- Ability to lift, hold and carry approximately 30 lbs.
- Ability to reach overhead, forward and downward
- Ability to step up and down steps
- Ability to communicate verbally

**This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.**

**To apply for this position, please complete an application of employment referencing Position #421 and email it to [eleggio@covla.com](mailto:eleggio@covla.com) or fax it to 985-635-0006.**

**This position will remain open until January 25, 2023.**