

# City of Sullivan Job Description

## Street Commissioner

### General Purpose of Position

Oversees the administration and management of the Street Department

### Major Duties and Responsibilities

#### Manages Street Department operations

- \$ Prioritizes departmental operations
- \$ Oversees scheduling of work projects
- \$ Assigns work activities to crews or individuals
- \$ Assures that work is completed satisfactorily and within deadlines
- \$ Plans projects for future work
- \$ Works on projects as needed

#### Supervises departmental personnel

- \$ Provides employee counseling where needed
- \$ Completes performance evaluations
- \$ Schedules professional development for employees as needed or required
- \$ Oversees needed discipline and tracks all applicable documentation
- \$ Tracks and posts all scheduling, vacation time, comp time, and sick leave according to procedure

#### Develops and manages the departmental budget

- \$ Proposes line item budget based on prior year
- \$ Presents capital outlays to council
- \$ Tracks expenditures on a monthly basis
- \$ Receives and tracks monthly expenses to stay within budget
- \$ Prepares bids specifications for items and services, as per City ordinance

#### Performs public relations duties

- \$ Answers complaints from concerned citizens
- \$ Strives to correct problems as appropriate
- \$ Works with other City departments, as needed
- \$ Follows-up to assure that problem has been resolved

#### Works with City Council as needed

- § Advises and makes recommendations as appropriate
- § Reviews reports and approves, making changes as needed
- § Attends Council and committee meetings when necessary

**Performs duties of other departmental personnel when needed**

**Performs other duties as directed**

**Job Context**

Status	Full-time
FLSA status	Exempt
Department	Street Department
Immediate Supervisor(s)	City Administrator
Frequency of supervision	Weekly for reporting purposes
Number of supervised employees	7 full-time, 1 part-time, and up to 2 seasonal
Number of employees overseen or directed	7 full-time, 1 part-time
Type of work schedule	Regular hours, year round
Frequency of overtime	Frequently
Frequency of night work	Rarely
Shift position	Not applicable
On call status	Always on call
Percentage of work indoors	5%
Percentage of work outdoors	95%, in all types of weather conditions
Types of accountabilities	Fiscal, Budgetary, Safety, Legal
Exposure to chemicals/hazardous materials	Frequently
Applicable chemicals/hazardous materials*	Gas, diesel fuel, asphalt, road oil, weed killer, paint, cleaners, aerosols, degreaser, natural gas
Average stress level of this position	Moderately high
Physical work associated with this position**	Lifting, bending, reaching, standing for long periods

\* Exposure to chemicals/hazardous materials may not be limited to this list.

\*\* These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

**Licenses and Certifications**

The person in this position is required to have a valid Class B commercial driver's license with airbrakes endorsement.

## **Education and Experience**

The person in this position is required to have a high school diploma or equivalent. At least five years of experience in this or a related field is strongly recommended; ten years is preferred.

## **Knowledge, Skills, and Abilities**

### **Knowledge**

- \$ All Street Department activities
- \$ Budget management and procedures
- \$ Supervisory techniques
- \$ City personnel policies and procedures
- \$ Customer service principles and applications
- \$ Appropriate paperwork requirements for each assigned task
- \$ Proper grammar and the use of English in speaking and writing
- \$ Computer operations and applications, including word processing and spreadsheets
- \$ OSHA standards and regulations concerning employee safety
- \$ Federal and state statutes concerning the work of the department
- \$ Mathematical skills, including addition, subtraction, division, and multiplication
- \$ General functions and operations of municipal government

### **Skills and Abilities**

- \$ Motivate and oversee employees
- \$ Follow street plans and lay markers properly
- \$ Use various types of equipment including chainsaws, sprayers, and weed eaters
- \$ Install signs accurately and properly
- \$ Operate heavy equipment, including front-end loader, backhoe, and dump truck
- \$ Maintain equipment and vehicles
- \$ Examine equipment and determine what is causing a problem
- \$ Deal effectively with the questions and complaints from the public
- \$ Handle personnel difficulties effectively
- \$ Listen well during employee job-related counseling
- \$ Work as a team member with other employees
- \$ Communicate effectively with other city employees, both oral and written
- \$ Work autonomously when necessary
- \$ Handle multiple tasks simultaneously with frequent interruptions

- § Deal with others in a professional manner
- § Maintain professional composure in heated situations
- § Develop, implement and follow departmental and city policies and procedures