

# STREET COMMISSIONER

Street & Sanitation

**GENERAL DESCRIPTION:** The position supervises and directs Departmental operations. Position supervises all Departmental personnel. Reports to the Mayor.

**Position Status:** Regular. **FLSA Status:** Exempt.

**NATURE OF WORK:** The employee solves a wide range of highly complex, multi-disciplinary problems, which must consider long-term organization-wide planning, composes major reports, policy or procedure manuals, proposals, and brochures, and negotiates with outsiders in sensitive and complex situations. The employee has daily contact with other Department employees, other City employees, employees in other organizations, and the public. One of the major purposes of the position is to work to improve existing systems/procedures, which periodically result in new ideas or approaches of considerable significance. Planning and scheduling is extensive where a substantial level of planning responsibilities exist, usually affecting numerous employees and activities and requiring a significant amount of time. Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. Work is assigned by supervisor who provides general guidance allowing for employee planning of procedures and methods to attain objective. Errors in work may cause delays in work or losses in expenditures for material and/or equipment or unjustified work time.

**ESSENTIAL JOB FUNCTIONS:** Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, integrity, and the ability to get along with others, are presumed qualities and may not be listed specifically. The essential job functions identified for this job are:

- Developing Departmental policies and procedures;
- Inspecting streets, sidewalks, curbs, traffic control devices and trees for any deficiencies and determining the appropriate response to correct the problem, Including checking out complaints or concerns submitted by citizens, Mayor, or other Department heads and employees, and determining type of action required;
- Directing refuse collection and disposal operations to include assuring that routes are covered on time everyday;
- Managing equipment/vehicle and building repair operations;
- Supervising cleaning of streets, ditches, and vacant lots;
- Performing such administrative support work as handling complaints, and taking care of records;

- Assigning and coordinating work of subordinate personnel in normal and emergency operations, assuring that public needs are taken care of and properly handled;
- Reviewing work of employees in process and upon completion, assuring proper work procedures are being followed;
- Enforcing safety rules in all Department facilities and on the job site;
- Ordering supplies, such as materials, equipment maintenance supplies, and equipment;
- Directing the work of subordinate personnel to include training them in the proper and safe use of equipment, tools, materials, and new products.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Equipment:** The employee uses and operates a variety of office and computer equipment and related software. The employee uses and operates communication equipment, tools, small power tools, and small and light equipment. The employee operates a vehicle.

**Critical Skills/Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected by all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with City policies; be appropriately groomed and attired so as to present a professional image in accordance with the City mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with City rules; conform with City standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with City policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of Department policies, procedures, standards, and work methods and the ability to explain and enforce them;
- Knowledge of street, sanitation and recycling procedures and requirements, and the ability to analyze problems and needs;
- Knowledge of operational, maintenance, and repair procedures for equipment, street maintenance and construction;
- Knowledge of purchasing and financial management methods associated with work responsibilities;
- Ability to properly explain/enforce safety procedures;
- Ability to supervise and direct the work of subordinate personnel to achieve Department requirements within set standards and established work schedules;
- Communication skills, both verbal and written.

**Minimum Qualifications:** Must have previous experience, a high school diploma (with some college preferred), must possess and maintain a valid driver's license, must possess and maintain a CDL license and must be bondable.