

South Jordan City

Job Description

Title: Streets Manager **Effective Date:** 1/1/17
Budget Code: 100520 **FLSA Classification:** Exempt/Executive
Pay Grade: 19 **Workers Comp:** Streets

GENERAL PURPOSE

Perform a variety of managerial and first-line supervisory duties related to planning, organizing, directing and coordinating the day-to-day construction, maintenance and repair of city streets, sidewalk, curb & gutter and related systems.

SUPERVISOR

Director of Public Works

POSITION(S) SUPERVISED

Streets Maintenance Lead Worker
Streets Maintenance Workers
Seasonal Maintenance Workers
Electrician
Seasonal Street Light Maintenance
Street Light Tech II
Street Light Tech III

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Plan, organize, direct and oversee the management of the street division within the city including all aspects of construction, maintenance and repair of streets, street signage, and related public ways; monitor, review and approve design and work of contractors; update and maintain standards for all street maintenance, striping and signing projects; act on all requests for repair, including patching, crack sealing etc.; monitor conditions of streets and establish project priorities.

Assist in the preparation of division budget by preparing projections of division needs related to personnel, equipment and materials.

Assign personnel and resources to street projects and set priorities to deal with emergencies and unanticipated needs.

Oversee snow removal efforts to keep roadways safe for travel.

Provide and gather vehicle inspection reports for DOT compliance.

Instruct and train employees in the proper operation and maintenance of a variety of equipment and in proper safety procedures to reduce/eliminate accidents and injury.

Receive and handle citizen complaints; process contractor complaints; provide information, explanation or resolution to problems.

Manages division work order processes and ensures work orders are accurate and submitted on time.

Responsible for ensuring proper maintenance is performed for division equipment and tools, including but not limited to equipment manufacturers maintenance schedules.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Subject to responding to after-hour emergencies as needed. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.; plus two (2) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;

AND

B. Four (4) years of progressively responsible experience in a field directly related to above duties; two (2) years of which must have been as a lead worker or supervisor;

2. Special Qualifications:

Valid Utah Class B Commercial Driver License

Traffic Control Supervisor Certification

3. Knowledge, Skills and Abilities:

Knowledge of drawings and specifications, grades, machinery, materials, and methods of constructing roads, bridges, drainage systems, culverts, etc.; principles and techniques of sound management practices; safety standards related to road construction; hazards common to heavy equipment operation; equipment maintenance and repair; legal liabilities associated with street construction, maintenance and personnel management; civil engineering standards related to street construction and drainage; right-of-way laws and ordinances; budget development and fiscal management; basic record keeping practices.

Ability to operate a personal computer and Microsoft Office application.

Skill in the operation of heavy mechanized equipment as required by the position. Skill in the art of diplomacy and cooperative problem solving.

Ability to communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a division engaged in a variety of construction projects related to street systems; read and interpret engineering drawings and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exist.

Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	6000/Streets Exempt	EEOP Class:	Official/Adm
Location:	Streets	EEO-4 Class:	Official/Adm
		Job Match Code:	2090