

## **SUPERVISOR - STREET DEPARTMENT**

The City of East Ridge is currently accepting applications for a full-time position of a Supervisor in the street department. Please see attached job description. Applications may be submitted electronically to [tperry@eastridgetn.gov](mailto:tperry@eastridgetn.gov) or mailed to Trish Perry, Human Resources Manager, 1517 Tombras Avenue, East Ridge, TN 37412.

Closing date July 24, 2019.

**The City of East Ridge is an Equal Opportunity Employer  
And TN Drug Free Workplace.**

## **STREET - SUPERVISOR**

### **DEFINITION**

Under the general direction of the Community Development Director/Assistant City Manager, the employee schedules, directs and manages the city's street department personnel, and department vehicles and equipment. The Street Supervisor schedules, assigns, and reviews the work of employees engaged in street maintenance, routine vehicle maintenance, and other related work. Independent judgment used according to the situation and different courses of action taken to complete the department's responsibilities.

### **ESSENTIAL FUNCTIONS OF THE JOB**

- Schedules and directs personnel and assigns tasks to repair and maintain city streets, right-of ways, easements, and related facilities;
- Determine staff, materials, equipment and supplies to be used on various assignments and projects. Estimate costs and time required to complete work;
- Plan logistics of staff and equipment as needed to meet schedules, emergencies, or other reasons;
- Perform administrative work as scheduling employee work hours; recording actual time worked, as well as leave time; injury and worker compensation reports, maintain time sheet, workorders, performance evaluation files and other reports and forms;
- Coordinate services of contractors and other vendors to ensure services meet contractual standards;
- Provide employee training to develop equipment operational skills; improve road maintenance knowledge and techniques; increase safety awareness and practices; OSHA requirements and mandates, and other related information;
- Receive and promptly respond to citizen complaints and concerns in a prompt and courteous manner;
- Enforce city ordinances and departmental policies;
- Operate light and heavy-duty vehicle as needed and mobile radios;
- Oversee that scheduled maintenance of vehicles are performed;
- Write specifications for material and equipment to be purchased and provide recommendations related to purchases;
- Communicate using written and verbal job instructions;
- Ensure safe practices are used and provide safety training for personnel;
- Assist in budget development and review for department;
- Work is generally performed outdoors regardless of weather conditions;
- Available for on-call basis for 24-hour emergency service.

### **OTHER JOB FUNCTIONS**

- Responsible for employee safety and proper use of equipment;
- Work in environments of loud noise, dirt, dust, and noxious fumes;
- Operate other vehicles and equipment when necessary;
- Maintain certifications as related to street maintenance as required for grants and other related fields;
- Perform other tasks as assigned.

**KNOWLEDGE AND ABILITIES**

- Knowledge of principles and practices to the maintenance and repair of streets, drainage ditches, and sidewalks; Knowledge of the principles of supervision;
- Knowledge of practices used in the operation of assigned equipment;
- Knowledge of state and city traffic regulations;
- Knowledge of occupational hazards, safety precautions and regulations;
- Knowledge of the routine care and use of motor vehicles;
- Knowledge of materials and equipment used in street maintenance, drainage systems and job site traffic control;
- Ability to schedule and direct the work of subordinates;
- Ability to operate assigned equipment;
- Ability to communicate courteously and effectively with customers and employees in person, on the telephone and in writing;
- Ability to establish and maintain an effective working relationship with other employees.

**RECOMMENDED QUALIFICATIONS**

- Any combination of experience and training equivalent to:
  - High school diploma or GED;
  - Five (5) years supervisory experience in street maintenance, drainage systems, operation maintenance and repair;
- Maintain valid Class B or Class A Commercial Driver’s License where required;
- Employee must be in such physical condition as not to impair their performance of the required duties and may be required to take a physical examination given by a physician licensed in practice medicine in the state and designated by the city.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employee may be asked to perform job-related tasks other than those specifically presented in this description.*

*The city reserves the right to revise or change job duties as the need arises; this description does not constitute a written or implied contract of employment.*

APPROVED BY MANAGEMENT:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

EMPLOYEE Receipt

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name