

DIRECTOR OF STREET DEPARTMENT

GENERAL DESCRIPTION: Performs complex technical and administrative work planning and overseeing the work of the Street Department. This is responsible supervisory and technical work in the construction, maintenance and repair of streets, bridges and related public works. The work involves responsibility for planning, organizing, assigning and reviewing the work of a group of skilled, semiskilled and unskilled workers. The work requires efficient scheduling and organization, and technical supervision over functions performed by subordinates. The employee in this class must exercise discretion and independent judgment in directing the varied operations of the Department. The Director is under the direct supervision of the Operations Manager and is subject to review through the study of operating records, inspection of facilities, and adequacy and effectiveness of services.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, organizes, supervises and inspects the work of employees engaged in street construction, and maintenance and repair work such as cleaning, patching, resurfacing, repairing and excavating for the building of streets and related structures;
- Works with other departments on repair and construction projects and assists other departments in maintenance and repairs;
- Investigates and disposes of major complaints relative to the maintenance of streets, alleys, and sidewalks;
- Organizes, assigns and supervises the work of miscellaneous crews performing such tasks as cutting and burning weeds, treating weeds, removing trees and other incidental projects;
- Inspects automotive and other mechanical equipment, and orders repairs when necessary;
- Supervises the maintenance of time, material and equipment-use records;
- Requisitions supplies and materials;
- Prepares annual budget estimates and service requests;
- Confers with other Town officials relative to mutual problems, and with property owners, contractors and the general public relative to complaints and service requests;
- Supervises training of subordinate employees, and promotes instruction in safety and improved work procedures and methods;
- Organizes crews to repair damages and, eliminate hazards, etc. during emergencies;
- Serves on Traffic Advisory Committee;
- Supervises, schedules, and maintains leaf pick up program;
- Supervises, schedules, and participates in snow removal of all streets;
- Responsible for the construction and maintenance of storm drains and drainage tiles;
- Responsible for maintenance of existing sidewalks and construction of new sidewalks;

- Responsible for aspects of the Town's stormwater program in accordance with TDEC rules and regulations
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of methods, tools, equipment and practices of street construction, maintenance, cleaning and snow removal; thorough knowledge of types and uses of light and heavy construction, maintenance and related equipment required in the construction and maintenance of streets and storm sewers; ability to supervise and coordinate a moderately large group of skilled, semiskilled and unskilled workers engaged in a variety of street work tasks in order to effect satisfactory schedules and results as efficiently and expeditiously as possible; ability to prepare material and labor cost estimates, and to maintain records and prepare work reports; ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems; ability to establish and maintain effective working relationships with Town officials and officers, subordinates and the general public; good judgment. Basic keyboarding skills and familiarity with computer applications for communication, record keeping and internet research.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of high school or GED and extensive experience in the construction and maintenance of streets and related structures; preferably supplemented by several college courses in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must possess a valid Class B CDL license issued by the State of Tennessee.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, and holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires visual perception and discrimination. Task requires sound perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 19
Exempt
April 03, 2025