

TOWN OF RAGLAND

JOB DESCRIPTION

Job Title: Superintendent, Director of the Department

Department: Street Department

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: September 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Mayor

Subordinate Staff: Assistant Superintendent; All Departmental Personnel

Other Internal Contacts: Police; Parks and Recreation; Town Hall; Water Dept

External Contacts: General Public; County Engineer; Civic Organization; Local Businesses; Alabama Department of Transportation; County Employees; Sheriff's Department; County Courthouse; Vendors and Suppliers; Co-Ops; Utility Companies; Developers and Contractors

Job Summary

Under the general direction of the Mayor, the employee plans, coordinates, and supervises all aspects of the Town's Street Department. Operates within the established budget for the department. Maintains up-to-date knowledge of state and federal laws impacting maintaining, repairing, and constructing municipal roadways. Ensures safe work environments for employees, and that all safety requirements are consistently met. Coordinates work projects with other cities or county departments as needed. This is identified as a safety sensitive job. The position is to fill a **working** supervisor roll.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Department Management and Supervision. Provides management of the department and supervision of employees to accomplish departmental goals.

1. Serves as the department head for the Street Department.
2. Serves as the Street Superintendent.
3. Meets with the Mayor to establish annual priorities for the department.
4. Communicates priorities to department employees.
5. Works with and maintains regular communication with the designated Town Council representative.
6. Ensures that the department functions within the established budget.
7. Identifies and participates in applying for grants and other funding opportunities.
8. Meets with the Town Council.
9. Represents the Street Department in meetings and coordinated planning sessions.
10. Receives calls from citizens; solves problems and handles complaints and concerns.
11. Coordinates department activities with other department heads and organizations external to the Town.
12. Ensures functional system of notification and call-back of personnel during emergencies.
13. Provides oversight of the Town mechanic shop.
14. Ensures preventive maintenance and repairs on vehicles and equipment take place.
15. Draws up specifications for new vehicles and equipment.

ESSENTIAL FUNCTION: Supervision. Supervises employees and work conducted by employees. Ensures that tasks are accomplished successfully, in a timely manner, within budgetary constraints.

1. Makes daily work assignments.
2. Ensures that employees maintain required credentials and licenses.
3. Ensures safety measures and personal protective equipment are available and consistently utilized by employees.
4. Participates in interviewing and hiring new employees.
5. Orients and trains new employees.
6. Corrects performance of employees.
7. Disciplines employees.

8. Considers and signs off on employee leave requests.
9. Arranges for random drug tests as required.
10. Approves time sheets.

ESSENTIAL FUNCTION: Street and Park Maintenance. Ensures that Town streets and rights-of-way are repaired and maintained for the purposes of Town use and travel.

1. Receives requests for repairs and maintenance work.
2. Drives throughout the Town to inspect roads, bridges, ditches, and drains.
3. Supervises employees to accomplish assigned tasks.
4. Performs on-site inspections of projects during work and following completion.
5. Ensures that roads are in good condition and that repairs are completed in a timely manner.
6. Ensures that the Town rights-of-way are litter-free and maintained, with vegetation cleared and cut.
7. Opens and closes the Town dumpster area.
8. Ensures that road and directional signs are present, visible, and in good repair.
9. Ensures placement, repair, and safety of manhole covers.
10. Drives and operates heavy and power equipment as needed.
11. Ensures placement, removal, and storage of holiday decorations. Places banners and special notices as required.
12. Ensures that drainage ditches are clear of debris.
13. Repairs and replaces culverts.
14. Ensures that streets and Town thoroughfares are clear of trees, branches, debris, and other obstructions.
15. Ensures that potholes are repaired.
16. Ensures that sidewalks are repaired, in good condition, and clear of hazards.

ESSENTIAL FUNCTION: Department Operations. Ensures adequate and safe staffing so as to carry out the functions of the department in an effective and efficient manner. Ensures that maintenance requirements are met, and laws are enforced related to roads, bridges, and streets inside the Town limit.

1. Maintains availability to respond to emergencies during disasters; ensures departmental notifications and response.
2. Ensures adequate staffing to perform the required work in a safe manner.
3. Maintains certifications and required credentials for self and employees.
4. Provides for training opportunities for employees; ensure safety training is provided.
5. Conducts meetings and training programs.
6. Ensures that the department has access to needed office supplies and equipment.

7. Works within the approved budget.
8. Orders, purchases, and facilitates the purchase of supplies and equipment.
9. Represents the Town in a positive and professional manner.
10. Drives through the Town to perform required responsibilities.
11. Performs other related duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of Town and department rules, regulations, policies, and procedures.
2. *Knowledge of Town, county, and state road and bridge systems, and of essential locations.
3. Knowledge of state and federal laws regarding codes, ordinances related to street maintenance and repairs.
4. Knowledge of elevations and slope measurements.
5. Knowledge of municipal budgets and finance.
6. Knowledge of safety rules including accident causation and prevention.
7. Skills to use computers and general office productivity equipment; skills to enter data and draft documents.
8. Skills to effectively supervise employees.
9. Verbal skills to effectively communicate with the public, elected and appointed officials, and employees.
10. Math skills to perform math functions and measurements, and for the purposes of departmental budgeting.
11. Skills to organize and manage department functions and finances.
12. Reading skills to comprehend operator manuals, directives, procedures, and instructions.
13. Writing skills to clearly and neatly complete routine forms and records.
14. Ability to supervise subordinate employees.
15. Ability to work independently.
16. Ability to read and interpret blueprints and road construction drawings.
17. Ability to drive and operate all department equipment and the knowledge of which equipment is needed and appropriate for each job.
18. Ability to deal with the public and others in a calm, courteous and professional manner.
19. Ability to attend meetings, classes, and conferences.
20. Ability to prioritize and manage time effectively for self and others.
21. Ability to complete designated projects on time and within the established budget.
22. Ability to make decisions and carry them out.
23. Ability to work outside in extreme weather conditions.
24. Ability to wear personal protective equipment and ensure that employees consistently wear personal protective equipment.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. College-level course work in engineering or construction related field is preferred.
3. Ten years of work experience on roads, bridges, construction, public works, and maintenance.
4. Work experience managing a department division and supervising employees.
5. Work experience repairing and servicing vehicles and heavy equipment.
6. *Possess a current and valid Class A CDL.
7. Ability to earn additional certifications and credentials as required.
8. Ability to travel overnight to attend meetings, courses, and conferences.
9. Ability to respond to emergencies 24/7.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Pay Scale and Benefits

Starting salary \$42,110 annually-negotiable with experience
Mandatory participation Retirement Systems of Alabama
Paid BlueCross BlueShield of Alabama Insurance
Two weeks' vacation after one year
Thirteen paid holidays