

**CITY OF SOUTH PITTSBURG, TENNESSEE
MUNICIPAL GOVERNMENT**

JOB DESCRIPTION: **STREETS SUPERVISOR**
FLSA STATUS: Non-Exempt
CLASSIFICATION: Streets
REPORTS TO: City Administrator

SUMMARY

This employee, under the direction of the City Administrator, performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of streets. The employee receives general instruction for work to be performed, and must use his or her judgment much of the time. The employee must occasionally refine existing work methods and develop new techniques, concepts or programs for accomplishing work, within established limits or policies.

DISTINGUISHING FEATURES OF WORK:

The employee will participate in, and supervise the operation of a variety of heavy and light equipment such as a backhoe, heavy trucks, etc. The employee will also use a variety of hand tools, and small machinery.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, schedules, designs, organizes, directs and provides overall supervision of the personnel, programs and activities of the streets;

Operates a variety of heavy and light equipment as well as hand tools and small machinery;

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies;

Establishes procedures and work methods to economically and efficiently utilize personnel and equipment and provides for the instruction and training of personnel;

Assigns employees to specific duties on a project and determines the material, equipment and supplies needed;

Oversees the safety of assigned maintenance workers and equipment operations by instructing individuals in proper safety procedures and monitoring work in progress;

Coordinates with other departments to accomplish the work; and

Performs routine and repetitive work as part of a crew in the street department.

Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of basic supervisory skills;

Knowledge and ability to use heavy and light equipment as well as a variety of small machinery and hand tools;

Knowledge of principles, practices, materials and equipment used in the maintenance and construction of streets;

Knowledge of the local, state and federal laws and regulations pertaining to the operation of streets functions;

Knowledge of occupational hazards of work and the necessary safety precautions, which may be needed;

Knowledge of modern supervisory practices and procedures;

Ability to plan, organize, assign, supervise, and inspect the work of subordinates;

Ability to maintain a high level of discipline and morale;

Ability to move and carry heavy objects and to work under variable weather conditions;

Ability to keep accurate records and makes reports;

Ability to establish and maintain an effective working relationship with the public and other employees; and

Contact with the public is frequent.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

QUALIFICATIONS

Graduated from a standard high school or hold a valid GED;

Must have at least 2 years in a supervisory position;

2/19/2021

Experience in the operation of heavy and light equipment;

Must hold a valid **CDL Driver's** License appropriate to the position function; and

Must have a good work and attendance record.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date