

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Street Commissioner
Class Number:		Class Title:	Street Commissioner
Dept./Div.:	Service Department	Employment Status:	Full-time
Reports to:	Mayor	FLSA Status:	Exempt
Normal Hours:	7:00 a.m. - 3:30 p.m. (Mon. - Fri.)	EEO Status:	01 – Officials / Administrators

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education (Associate's degree or higher) preferred; minimum of one (1) year of relevant experience and/or training required; minimum of two (2) years of relevant experience and/or training preferred; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the Village's vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, loader, mowers, saws, weed whips, plate tamper, plow truck, maintenance equipment and tools, light and heavy motorized equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; works in confined spaces (e.g., manhole, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., weed whipper, mower, chainsaws, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers, etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% (1) Supervises the day to day operations of crews and staff including daily staffing, maintenance and repairs, and project assignments; schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment and ensures required record logs are maintained; inspects new construction layout; ensures completion of utility maintenance, repairs, and improvements; ensures storm water issues, maintenance, reports are complete.
- 25% (2) Manages and supervises all department personnel (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends and adjusts pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income, etc.).
- 25% (3) Performs property maintenance; reviews and inspects work product of employees assuring compliance with accepted standards and codes; supervises the Department's preventative maintenance programs; responds to general issues in Village operations; schedules work with outside contractors; works with outside contractors to ensure completion on yearly projects; ensures maintenance and completion of all equipment repairs; tracks and monitors purchase orders.
- 20% (4) Prepares the Department's budget; makes recommendations on staffing levels, capital equipment purchases and projects; purchases materials and tracks expenses; maintains adequate inventories and evaluates new materials and products; prepares purchase orders for the department; reconciles statements and vouchers for payment; resolves issues with the public, contractors, and developers; investigates and responds to concerns and complaints; presents solutions; communicates and interacts with the public on issues and concerns; communicates and reports to the Mayor, Council and/or department heads.
- (5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.
- (6) Maintains required licensure and certifications, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (9) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; Village/department goals and objectives;* Village/department policies and procedures;* workplace safety practices and procedures;* computers and computer programs (e.g., Microsoft Office, etc.); job planning and implementation; record keeping; file access; electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; auto and truck mechanic maintenance; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; English Grammar and spelling; landscape equipment; building maintenance; road construction;

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construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

Skill in: typing; word processing; computer operation; use of modern office equipment; decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; quickly and thoroughly solve complex problems and issues; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; maintain staffing; ensure task completion; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; communicate directly with the public and government officials; train or instruct others; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

POSITIONS DIRECTLY SUPERVISED:

Maintenance / Laborer; Summer Help.

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 3/11/19

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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