



Service Department **Lead Supervisor - Streets**

Mayor Pamela Bobst

Reports To: Service Commissioner Salary: \$34.78 - \$36.88/hr
Shift: 7:00 A.M. to 3:00 P.M. Monday through Friday FLSA Status: Exempt
Evenings and Weekends may be required depending on weather emergencies

Position Overview:

Under general direction of the Service Commissioner, the Streets Department Lead Supervisor provides direct supervision to subordinate personnel in the provision of public services including maintenance and repair of the City's streets. The Lead Supervisor also performs the work of other department personnel as needed to ensure effective operations of the department. The position requires operation of various vehicles in the City's Service vehicle fleet, utilization of a variety of tools including, but not limited to, various hand and power tools, jack hammers, air compressors, refuse equipment, dump trucks/ snow plows/ salt spreader trucks, backhoe, pay-loader, street sweeper, catch basin cleaner, and skid-steer. The Lead Supervisor performs work in a variety of settings involving occasional exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt and fumes.

Duties:

Supervision

70%

- Supervises the work of the Streets Department employees, including planning, prioritizing, coordinating and assigning work details
 - o Provides direction and guidance to assist subordinates' completion of task
 - o Develops and maintains various records and reports, including, but not limited to, daily reports, annual performance reports for the Service Commissioner regarding the street maintenance work activities and workload, projected annual work plan for street maintenance work activities
 - o Administers performance evaluations for all departmental staff
 - o Makes recommendations to Service Commissioner and Safety-Service Director on staffing requirements, including hiring, evaluations, and disciplinary matters of departmental personnel
 - o Ensures good communication systems among all Streets Department personnel
- Obtains and coordinates equipment, tools, vehicles and materials necessary to complete work*
 - o Directs inspections of equipment to ensure equipment is in safe and proper working condition; cleans, repairs and maintains equipment and tools as needed
 - o Orders tools, materials and machinery as needed
 - o Purchases, rents or fabricates tools/equipment/material as needed
 - o Completes routine purchasing paperwork
 - o Responsible for the inventory of tools and equipment assigned to the Streets Department
- Monitors work assignments and progress*
 - o Monitors efficiency of assignments and procedures; modifies as needed to ensure work is completed accurately and in timely fashion
 - o Ensures crew follows pertinent safety guidelines and regulations
- Investigates reports of injuries and accidents*
 - o Reviews reports, inspects work sites and communicates with witnesses to verify reports

- Responsible for the compliance of all Streets Department employees with the City of Rocky River Employee Handbook and Service Division employee directives, in accordance with the applicable union contract.
- Provides/coordinates orientation/training for General, Semi-Skilled and Skilled Laborers*
- Manages/directs snow removal during storms as needed
- Performs miscellaneous tasks or projects as assigned by Service Commissioner*
- Responds to citizen inquiries and complaints in a timely and professional manner

General Labor

20%

- As needed, performs duties of General Laborer including but not limited to*
 - o Equipment, tool and vehicle maintenance and operation
 - o Snow removal, salt spreading and leaf collection
 - o Storm and sanitary sewer maintenance and repair
 - o Street maintenance and repair
 - o Refuse collection
 - o Parks and Grounds Maintenance
 - o Assists in traffic control
 - o Communicates with citizens to answer questions and provide information about City services and department operations
 - o Cleans work areas and accident sites as needed

Miscellaneous Duties

10%

- Performs duties of other department personnel and miscellaneous duties as needed*
- Maintains safe and clean work environment
- Follows safety procedures and guidelines; wears safety equipment and clothing as needed
- Answers telephone, responds to requests for information and assistance from citizens
- Required to respond to health and safety emergencies at any time
- Operation of standard office software programs, including Microsoft Office and any other software utilized by the Service Division and the City as needed

* *Denotes essential function of the job*

Minimum Qualifications:

- A Commercial Driver's License Class B or A with air brakes and tanker (O Restriction: No Tractor-Trailer Commercial Motor Vehicle Accepted; must be obtained within twelve (12) months of appointment
- A high school education
- At least five (5) years of experience involving progressively responsible experience in street construction, maintenance, and repair of street facilities or an equivalent combination of education and experience which provide the necessary skills and abilities to perform the work.
- Possession or ability to obtain within twelve (12) months of appointment certification as Traffic Control Technician the American Traffic Safety Services Association (ATSSA) or other approved organization.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.

Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer