



<b>Job Title</b>	<b>Streets Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>19640</b>

**Class Specification – Streets Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to direct, manage, supervise, and coordinate the activities and operations of the Streets Division, and coordinate with other groups and agencies. This accomplished by overseeing, directing, and coordinating the work of all levels of staff; supervising, training, and evaluating staff; analyzing problems, identifying alternative solution, and implementing recommendations in support of goals; overseeing and appreciating in the management of comprehensive streets and concrete maintenance and repair programs as well as a very comprehensive snow plowing and drainage program with methods and techniques; communicating very clearly and concisely, both orally and in writing; and providing the best customer service with efficiency and cost savings. Other duties include acting as the division director when needed; coordinating events and special projects as assigned; and providing high level reports and information to executive management.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Manages and oversees activities and operations of the division by managing development and implementation of goals, objectives, policies and priorities; managing service delivery methods; building and maintaining effective working relationships overseeing project; conducting organizational studies and making recommendations; preparing and presenting staff reports; council presentations and letters as needed; and overseeing and maintaining a workable budget.
20%	Manages and oversees personnel duties by attending meetings; attending hearings; securing and hiring staff and temporary staff; working with human resources in discipline issues; providing training opportunities to employees; performing performance evaluations; and finding new ways to retain qualified candidates.
20%	Manages and oversees the division's budgets by attending meetings; giving presentations; developing financial strategies; forecasting funds needed for the division; making adjustments as needed during fiscal year to stay on budget; preparing clear and concise financial reports; monitoring spending practices; and performing other duties and assigned.



<b>Job Title</b>	<b>Streets Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>19640</b>

15%	Manages citizens and staff inquiries and complaints by conducting staff meetings to discuss solutions; communicating with citizens and members of the media; responding to and resolving difficult and sensitive citizen issues; investigating and resolving council member's requests and issues; and analyzing new ways to enhance customer service.
-----	--

<b>Competencies Required:</b>	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in civil engineering, public administration, or a related field.	
Experience: Five years of full-time responsible professional street and drainage maintenance, rehabilitation, and repair experience including two years of administrative and supervisory responsibility.	



<b>Job Title</b>	<b>Streets Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>19640</b>

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
--	--

**Supervision Exercised:**  
 Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

**Supervision Received:**  
 Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**  
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**  
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never



Job Title	Streets Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	4	Job Code	19640

**Machines, Tools, Equipment, and Work Aids:** Cell phone, desk phone, vehicle, heavy equipment, shredder, radio, fax, and printer.

**Specialized Computer Equipment and Software:** Computer, Microsoft Office, and iPad.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: August 2014