



Job Title	Streets Operations Program Assistant	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	19657

Class Specification – Streets Operations Program Assistant

Summary Statement:	
<p>The purpose of this position is to assist and coordinate operations and activities of an assigned program within a City department or division; to oversee and coordinate the maintenance and repair of facility and associated equipment, grounds, and furnishings including refurbishing, renovation, and improvement projects; to coordinate the program’s vehicle/equipment maintenance functions; to assist in the development and implementation of program goals and objectives; to operate light construction and maintenance equipment in a variety of maintenance and repair projects; to perform semi-skilled maintenance tasks; to ensure program compliance with City rules, regulations, and standards; and to perform a variety of technical tasks in support of assigned area of responsibility.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
50%	Oversee, direct, and coordinate operations and activities of an assigned program within a City department or division; provide direction on the upkeep, maintenance, and preservation of facilities equipment, grounds, and furnishings in assigned program area; and ensure adherence to City rules, regulations, and guidelines. Operate light and heavy construction and maintenance equipment including sweepers, loaders, backhoes, dual-axle tilt trailers, tandem axle dump trucks, and bobtail trucks in support of program objectives. Ensure that program work is performed according to applicable safety regulations, standard operating procedures, rules, policies, plans, and specifications; and ensure public safety as it pertains to the construction and rehabilitation of City properties. Recommend and assist in the implementation of goals and objectives; establish schedules for providing program services; and implement approved policies and procedures.
30%	Monitor program performance; evaluate program effectiveness in meeting roadway infrastructure needs and requirements; and recommend and implement modifications to systems and procedures. Coordinate the program’s vehicle/equipment maintenance



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	functions to ensure optimal mission capable rate of assigned fleet. Coordinate and execute plowing, sanding, and removing snow and ice from streets, curbs, gutters, and parking areas utilizing specialized equipment.
20%	Oversee the maintenance and daily operations of program facilities as assigned; ensure that assigned facilities are clean, safe, and aesthetically pleasing; and oversee facility renovation and refurbishment projects. Provide assistance in the development, oversight, and monitoring of assigned program budget; participate in eliciting community or funding agency financial support for the Streets Operations Program; and monitor and track expenditures to ensure compliance with program budgets. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; and prepare statistical reports as required. Coordinate activities with emergency agencies as required. May be required to remain on-call for emergency or disaster situations.

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesaurus, and encyclopedias. Ordinarily, such education is obtained in elementary school up to high school. 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: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
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.



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Relevant Background and Formal Education: 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: Associate's degree from an accredited college or university with major coursework in construction technology, program administration, or a related field.

Experience: Three years of full-time responsible program coordination and support experience

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.	
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Supervision Exercised:
Position has no responsibility for the direction or supervision of others.

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 has no budgetary responsibility.

Physical Demands:
Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

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



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

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: October 2015