

# Village of Williamsburg

An Equal Opportunity Employer

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**Position Title: Street Department Supervisor**

**Department: Street Department**

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**Employment Status: Full-time**

**FLSA Status:** \_\_\_\_\_

**Reports to: Administrator**

**Approved by:** \_\_\_\_\_

**Prepared Date: October 7, 2015**

**Approved Date:** \_\_\_\_\_

**GENERAL NATURE OF WORK:** This is responsible administrative, technical, and supervisory work in coordinating the activities, personnel, and resources of the Street Department. An employee in this class is responsible for the repair and maintenance of all public infrastructure, public right-of-way improvements, and other Village owned property and improvements. Duties are performed under direction of the Administrator.

**EQUIPMENT & JOB LOCATION:** This position requires a thorough knowledge of the operation of equipment, including: backhoe, pumps, snow plow, salt spreader, tractor and bushhog, jackhammer, chainsaw, concrete saw, welder, cutting torch, lawnmower, weed-eater, chipper, leaf machine, dump truck, car lift, roto tiller, and other equipment used in the repair and maintenance of the streets, Village property care and maintenance. The primary work site is the maintenance building and all Village owned property and roadways within the Village of Williamsburg.

### **ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions of the class.*

- Directly supervises 1 full time and 1 part/seasonal time employee in the Street Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Supervision and direction of all maintenance and repair streets, park, public structures and its components.
- Supervision of all maintenance and repair of catch basins, including replacing worn and damaged parts.
- Supervision of daily work assignments related to streets, Village owned property and improvement repairs.
- Oversight and coordination of capital improvement projects related to streets and right-of-way improvements.
- Assists in repairing sewer mains and related lines, as needed.
- Operates and repairs a variety of equipment used in the repair and maintenance of street maintenance, and property care and maintenance.
- Operates light equipment such as tractors and mowers.
- Performs seasonal work such as snow removal and lawn mowing.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Responds to completion of work orders & complaints from citizens.
- Performs other duties as assigned.

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## **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to demonstrate competency in Cost Consciousness: Works within approved budget; develops and implements cost saving measures.
- Ability to demonstrate competency in Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time.
- Ability to demonstrate competency in Judgment: Exhibits sound and accurate judgment.
- Ability to demonstrate competency in Planning/Organizing: Uses time efficiently; sets goals and objectives.
- Ability to demonstrate competency in Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Ability to follow instructions and respond to management direction.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to establish and maintain effective working relationships with village officials, fellow employees, other village employees, and the general public.
- Ability to work under the limited direction of the Administrator.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **DESIRABLE TRAINING AND EXPERIENCE:**

Graduation from a standard high school or the equivalent; or one to three months related experience and/or training; or any combination of education and experience which provides the necessary knowledge, skills, and abilities.

## **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License (Class D) or Commercial Driver's License as required.
- Water and Sewer Certifications preferred.
- Ability to work other than normal working hours, and to work various shifts as necessary.
- Ability to be available for emergency calls at night and on weekends as necessary.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)