



POSITION DESCRIPTION
An Equal Opportunity Employer

Position:	Assistant Street Commissioner	Job Code:	
Dept./Div.:	Street	FLSA Status:	Nonexempt
Reports to:	Street Commissioner	Civil Service Status:	N/A
Subject to Recall:		Employment Status:	Full Time
EEO Status:		DOT/O*Net Code:	
Employee Name:		Normal Work Hours:	

GENERAL DESCRIPTION:

Plans and oversees street repair and maintenance, refuse collection, recycling collection, sewer drain maintenance, all aspects of Fountain Grove Cemetery, including burials and upkeep, ditch cleaning, snow removal and leaf collection. The Assistant Street Commissioner serves at the pleasure of the Street Commissioner. The Assistant Street Commissioner shall be required to also perform the following in the absence of the Street Commissioner.

POSITIONS DIRECTLY SUPERVISED:

Street and Recycling Departments Staff

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

Refuse truck, dump truck, motor grader, backhoe, payloader, dura patcher, crack patcher, street sweeper, sewer jet and rodder, roller, tractors with equipment attachments, lawn mowers, mosquito equipment and ditch sprayer, stump grinder, and excavator, snow plow.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

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

% Plans, directs and coordinates the repair and maintenance of streets, sidewalks, storm sewers and alleys, traffic signs, trees, removal of refuse, cemetery, ditch cleaning, snow removal, leaf collection, cutting and trimming trees, and mosquito spraying. Inspects the various jobs in process periodically and makes recommendations for changes in practices. Supervises snow control including, emergency situations and the operation of road equipment. Responds to emergency requests made by the Police or Mayor. The Street Commissioner ensures that the equipment used in the street department is properly maintained, including preventative maintenance. Responsible for mosquito control, leaf collection, and cemetery clean up, and publishes times and dates in The Bryan Times in a timely manner.



% Advises employees on safety measures and meetings they are to attend. Makes sure all employees of the department use safety equipment, including helmets. Mandatory knowledge of the City of Bryan Employee Handbook is required. Employees are to follow the City of Bryan Employee Handbook in regards to conduct and responsibilities. The Assistant Street Commissioner is required to document and discipline according to the City of Bryan Employee Handbook.

% Assist the Street Commissioner with time records, work records, purchase orders and preparing monthly and yearly reports. Responsible for street department, recycling and refuse expense budgets and capital expenditures, with assistance from the Recycling Center Supervisor. He is also required to attend department head meetings in the absence of the Street Commissioner.

OTHER DUTIES AND RESPONSIBILITIES:

% Performs any other task assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Thorough knowledge of methods, materials, and techniques used in street maintenance and construction projects. Knowledge of occupational hazards and safety precautions of the work,

Skill in:

Ability to: Ability to coordinate street maintenance work, ability to direct the work of skilled and semi-skilled employees, ability to work with other Department Heads, ability to establish good public relations with the public. Ability to read, write and comprehend instructions, simple correspondence, and memos. Ability to effectively present information to customers, clients, the public and employees of the City. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. 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.

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or general education (GED) equivalent; minimum of 12 months of heavy equipment experience, considerable experience in highway construction, or street maintenance. Completing management courses is a requirement of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio commercial driver's license (CDL); class B with air brakes and tanker endorsement.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:



Facility and Work Area:

Physical and Environmental Characteristics: Employee occasionally must lift and move up to 50 pounds; works in inclement weather conditions. Specific vision abilities required by this job include distance vision and the ability to adjust focus. Noise level is usually moderate.

The employee: is occasionally required to sit, walk, and use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is required to use the required safety equipment and to wear the required head gear while operating equipment.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

See Section 701 "Employee conduct and Work Rules" of the City of Bryan Employee Handbook

See Section 709 "Corrective Action" of the City of Bryan Employee Handbook

See Section 710 "Disciplinary Procedures" of the City of Bryan Employee Handbook

COURSE OF ACTION

The following sequence will be used as a course of action. However, the Department Head has the right for exceptions to this course of action.

1. Verbal Warning
2. Written Warning
3. Written Warning
4. Suspension (3) Days Without Pay
5. Suspension (3) Days Without Pay
6. Dismissal

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 my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)