

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Street Maintenance Manager

Department: Transportation

Pay Grade: 515

FLSA Status: Exempt

Job Code: T709

JOB SUMMARY

The purpose of this classification is to manage operations and activities of Street Maintenance of the Transportation Department. The division is responsible for all infrastructure maintenance in the public right-of-way including roads, bridges, sidewalks, and green areas within the City's boundary.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Develops and implements goals, and objectives for the division; evaluates efficiency and effectiveness of division operations, methods and use of resources; implements improvements as needed.
- Develops annual work program for Street Maintenance.
- Assists in development and maintenance of the 5-year citywide resurfacing program.
- Prepares, administers, and attempts to preserve the division budget and adjusts priorities as needed; identifies needs and obtains and allocates resources for the division.
- Manages the maintenance of all transportation related infrastructure on public right-of-way including, but not limited to: landscaping, mowing, street sweeping, roadway repairs, sidewalk repairs, bridges, guardrail, and retaining walls.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains

professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community, regional, county and state meetings and events.
- Monitors capital and operating budget as well as inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares and receives, various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, time cards, supply lists, or other documents; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Responds to emergency situations that require action from the department: assesses situation and initiates an appropriate course of action; coordinates with other agencies, departments, or utilities; and supervises repair operations.
- May require on-call status during emergencies or inclement weather periods.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Construction Management, Business Administration, or closely related field; six (6) years of experience in roadway maintenance, or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of city, county, state and federal codes, ordinances and regulations pertaining to right-of-way and street maintenance.
- Possess skills required to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Possess experience to apply principles of persuasion or influence over others in a supervisory capacity, including but not limited to: instructing, reviewing work, maintaining standards, and

coordinating activities motivation, incentive, and leadership, exercise good judgment using facts and principles for developing approaches and techniques to resolve problems.

- Ability to oversee the use of, or be able to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks may also involve extended periods out in field on job sites. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work may at times require exposure to adverse environmental conditions for extended periods; routine on site field investigations are expected.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.