



BOONEVILLE

MISSISSIPPI

JOB TITLE: Street Department Supervisor

DEPARTMENT: Street Department

FLSA: Exempt

REPORTS TO: Mayor/Board of Aldermen

SUPERVISES: Street Department

POSITION SUMMARY

The purpose of this position is to supervise and coordinate activities of workers engaged in maintaining city street and property grounds by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects work areas to determine type of work required and materials and equipment to be used.
- Directs workers in projects such as construction of ditches and grading drainage areas.
- Analyzes and resolves work problems or assists workers in solving work problems.
- Make decisions regarding whether to and when to contract out for major equipment repairs.
- Assist in the negotiation of bids and contracts for the purchase of equipment, parts, and supplies.
- Interprets company policies to workers and enforces safety regulations.
- Reviews preliminary budgets and adjusts items for conformance to anticipated needs.

- Attends city board meetings to present budgets, activity reports, and plans for future activities.
- Maintains equipment inventory.
- Confers with suppliers and sellers and places orders for equipment, materials, and supplies.
- Authorizes or approves departmental expenditures.
- Maintains time records.

MINIMUM EDUCATION AND EXPERIENCE

Education

Education: High school diploma or GED

Experience (yrs.): Four (4) years previous experience and/or training that includes managerial and operations work.

Substitutions Allowed for Education:

Substitutions Allowed for Experience:

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Certifications and Licenses:

- Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

- Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies citizen feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

- Demonstrates accuracy and thoroughness; Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue.
- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Sets and achieves goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Demonstrates accuracy and thoroughness.
- Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time.

PERFORMANCE APTITUDES

- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the city.

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

- **Physical Ability:** While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above essential duties are representative of major duties of positions in this position. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

The City of Booneville, Mississippi, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.