

# TOWN OF CHESTERTON

## Job Description

Department: Street Department

Position Title: Assistant Street Commissioner Grade/Level: NA

Supervised by whom: Street Commissioner and Town Manager

Supervisory responsibilities: (Direct reports if any, and level of supervision):

All Street Department, Central Services staff and MS4 field employees

Exempt  Non-Exempt  Full-time  Part-time

Job outcomes/objectives identified for this position:

1. Department Outcome: Accurate and timely budget process

Employee Outcome: Accurate tracking of expenditures

2. Department Outcome: Excellent Customer Service

Employee Outcome: Timely, accurate and courteous response to customer needs (internal and external)

3. Department Outcome: Reduction of workforce injuries

Employee Outcome: Culture of positive safety behavior

4. Department Outcome: Highly Efficient and Effective Staff

Employee Outcome: Department Training Plan

# TOWN OF CHESTERTON

## Job Description

---

**Job Summary:** Outline of job responsibilities:

This is a management position. Serves as a key member of the Town Street Department leadership team to assist the Street Commissioner. As Assistant Street Commissioner, oversees the day to day operations, planning and budget of a municipal Street Department and Central Services division. This includes, but is not limited to, ensuring the following functions are carried out: paving, tree trimming, leaf pickup, sidewalk repair, snow removal, Town-wide vehicle maintenance and repair, manages the maintenance and repair of the Town's storm sewer system and coordinates all work with the Engineering Department. This person has direct oversight of municipal waste management contract. Additional responsibilities include assisting the Engineering Department on Grant applications.

**Knowledge:** Comprehension of a body of information acquired by experience or study needed to successfully assist the Street Commissioner to fulfill job duties of this position:

- Supervision
- Budgeting
- Road building/maintenance
- Concrete construction
- Vehicle replacement procedures
- Project planning
- Disaster management (NIMS Program)
- Snow removal
- Municipal infrastructure
- Indiana bidding procedures
- Best safety practices to include Department safety assessments
- ADA Regulations

**Skills:** Observable ability to perform a learned activity necessary to successfully fulfill job duties of this position:

- Effective communication (verbal and written)
- Knowledge of the operation of multiple pieces of equipment (preferred but not required)
- Customer service

# TOWN OF CHESTERTON

## Job Description

---

- Proficiency in Excel and Word
- Conflict/Time management
- Records management

**Abilities/Talents:** Competency to perform an observable behavior or behavior that results in an observable product/service (**Job-specific competencies**):

- Commitment to maintaining a safe, accident-free workplace
- Commitment to delivering excellent customer service (timely response, accuracy, courtesy, empathy and respect)
- Multi-task projects
- Effectively manage projects under tight deadlines
- Receptive to receiving and providing constructive performance feedback
- Mentor and coach other developing employees
- Communicate well with public and follow up on complaints/issues
- Manage demanding/difficult customers
- Work with individual contractors from varying backgrounds
- Team building/Problem solving/Conflict resolution

**Physical Characteristics:** Physical attributes an employee must have in order to perform the job duties with or without a reasonable accommodation.

- Pass CDL physical (referred but not required)
- Move, traverse at least 50% of workday
- Sitting at desk and using computer, at least 50% of workday
- Ability to use a shovel and pick to excavate ground on an infrequent basis
- Climb up and down construction ladders on an infrequent basis
- Ability to work in a confined space on an infrequent basis
- Lift, pull, carry up to 50 lbs. on average 25% of workweek
- Full body twisting motion on average 50% of workday

# TOWN OF CHESTERTON

## Job Description

---

- Stoop, kneel, crouch or crawl on an infrequent basis
- Talk/hear: Detect ambient noises and exchange critical information at work sites approximately 100% of workday

**Environmental factors:** Working conditions (inside or outside the office):

- Tolerate all weather conditions
- Exposure to industrial/construction level noises and hazards

**Credentials/Experience:** Minimum level of education, experience and certifications acceptable for the position.

- Previous supervisory experience ( Minimum three (3) years)
- Able to obtain a Class B CDL (preferred but not required)
- High School diploma or equivalent
- Basic accounting and budgeting
- Valid Indiana Driver's License

**Essential Duties and Responsibilities:** Assist the Street Commissioner with the following:

- Supervision of all employees in the Street Department, MS4 field employees, and Central Services Department on a daily basis.
- Establish work schedules and assignments. Delegate tasks and responsibilities. Follow-up on task work to ensure completion.
- Oversee and work with the Central Services Manager for all mechanical repairs for various departments.
- Maintain records for department activity, time sheets, payroll, process invoices for payments, letters, etc.
- Prepare the contract for refuse and recycling pickup for Town residents. Oversee the contract for refuse and recycling pickup within the Town.
- Assist in interviewing employees and evaluations. Recommend promotions within the Street and Central Services departments.
- Schedule the repair and maintenance of all streets within the town which includes preparing the annual bids for asphalt.

# TOWN OF CHESTERTON

## Job Description

---

- Monitor and inspect progress of all construction projects.
- Maintain a Road Asset Management Plan.
- Grant writing for street project funding and assist in locating grants.
- Tree Care-Inspection of trees, issue tree permit requests, schedule the removal of dead trees, trimming of trees within the Town right-of-way. Work with the Chesterton Tree Committee on various projects in the Town.
- Oversee the maintenance and repairs of the storm sewer infrastructure.
- Attend various Town meetings in the absence of the Street Commissioner.
- Manage/maintain a Sign Retroreflectivity Program.
- Inspection and prioritization of sidewalk maintenance/repairs. Assist in complying with the Town's ADA Transition Plan.
- Act as Street Commissioner during Street Commissioner absence and as member of Department Head team.
- Respond to emergencies during both work hours and after scheduled hours, (trees down, snowstorms, assist Fire Department, Police Department, road related problems).
- Prepare a yearly budget for the Street and Central Services Department.
- Implement a Capital Improvement Plan for vehicle and equipment replacement.
- All other duties assigned by the Street Commissioner or Town Manager.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

**Employee printed name:** \_\_\_\_\_

**Employee signature:** \_\_\_\_\_

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