



Street Department Lead Job Description

Performs a variety of duties associated with maintenance, repair, and construction of streets, driveways, sidewalks, drainage ditches and City-owned land and facilities to keep the city clean, organized and a comfortable living space for the community. Assist the Utilities department when needed.

Reports to: Village Administrator ([EMAIL YOUR RESUME TO KSNIDER@NEWRICHMOND.ORG](mailto:EMAIL_YOUR_RESUME_TO_KSNIDER@NEWRICHMOND.ORG))

Essential Functions:

- Performs assigned duties, including receiving work schedules from the Administrator; assigns job tasks on projects to subordinate employees, provides input regarding employee performance; provides employee training in the performance of job duties.
- Duties associated with maintenance repair and construction of streets, driveways, sidewalks, drainage ditches and city-owned land and facilities – patch asphalt. Installation and repair of street signs.
- Clean ditch lines by digging and clear obstructions and debris in drainage ditches.
- Operates construction and maintenance equipment such as trucks, backhoes, mowers, snow plows etc., for a variety of construction and maintenance operations involving streets, sidewalks, curbs, gutters, driveways, ditches and right-of-ways
- Use concrete cutting and breaking equipment; operate jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.
- Conducts safety inspections of vehicles and equipment, set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed.
- Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.
- Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and repairing damaged surfaces.
- Assist crew members to complete work orders in a safe and timely manner.
- Landscaping (mowing, weed-eating) of right-a-ways, parks and other village property
- Assist Utility Department when needed – cut-offs and reconnects of water meters – also read meters, sewer backups/water leaks, perform maintenance activities at the Utility Plants
- May be actively involved in emergency operations.
- Performs other duties as assigned.



Qualification Requirements:

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations.
- Knowledge of principles and practices of supervision and training
- Knowledge of office administration practices, procedures and personnel management.
- Formulate, implement, and administer policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the **general public.**
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Attend City Council and other meetings as directed by the Administrator.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Contribute to team effort by performing other duties as assigned.

Education/Experience Required:

- High School diploma/GED required.
- Five (5) years of experience in maintenance/construction or equivalent experience.
- Any similar combination of education and experience.



Other Requirements:

- Valid Ohio Driver's License with satisfactory driving record, as defined by Village policy.
 1. CDL License a plus
- Proof of citizenship and/or eligibility to legally work in the United States.

Preferred Certification

- First Aid and CPR/AED
- Additional certifications or training related to Streets

Supervisory Responsibilities: Yes

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance may be required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including week-ends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs



Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after- hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use step-stools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

The Village of New Richmond is an Equal Opportunity Employer

Employee Name: _____ Date: _____

Administrator: _____ Date: _____

EMAIL YOUR RESUME TO: KSNIDER@NEWRICHMOND.ORG