

# Street Department Assistant Superintendent

## Full Job Description

### Duties and Responsibilities:

Reports to Street Superintendent

Assist in managing personnel.

Removal of tree limbs and yard waste from curbside by hand and/or equipment.

Collect and removal of leaf foliage curbside with use of leaf vacuum.

Perform scheduled maintenance, cleaning, and repairs of town streets, right of way, curbs, and alleys.

Repair town streets by patching asphalt (shoveling, raking, and tamping)

Pours, forms, and finishes concrete including sidewalks and curbs. Assists in excavation.

Remove snow, debris, and weeds from town streets. Apply Brine and Salt.

Operate equipment and vehicles in a safe and efficient manner, including heavy and light trucks, bucket trucks, backhoes, skid steers, street sweepers, excavators, and tractors.

Install, repair, replace street signs, wayfinding signs, railroad crossing signs, etc.

Maintain pavement markings, including traffic lines, and curbs.

Plow and salt town streets during winter months with the ability to be on call 24 hours a day for emergency purposes.

Adjusts, inspects, cleans, and performs minor maintenance on vehicular and non-vehicular equipment.

Assist with safety traffic control at worksites.

Performs other duties as assigned.

### Job Requirements:

Education: High School Diploma or GED equivalent.

Experience: Three to five years' experience with street repair/maintenance or related construction, operating trucks and equipment and OSHA safety policies and procedures.

Skills and Abilities: Able to operate various equipment including demo saws, welder, backhoe, skid steer, bulldozer, bucket truck. Also, able to operate other equipment as needed.

Ability to operate standard office equipment and software programs (Microsoft Office, Outlook)

Organized with the ability to prioritize work and exercise independent judgement, wisdom, common sense, and initiative.

Must possess a Valid Commercial Driver's License Class A or B with airbrake endorsement, or obtain within 90 days of employment.

Establishing and maintaining effective working relationships with all employees as well as those contacted in the course of work, including town employees, other government officials, and the public.

Physical: Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, fumes, grease, machinery, and its moving parts.

Physical demands require sitting/driving, standing/walking, bending, and frequently lifting moderate to heavy objects. Must be able to lift 50 pounds.

Employee must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form/

Employees will be required to respond to emergencies after regular working hours and on weekends, and must be able to work an irregular schedule, which may include weekends and holidays. On call response time should be within a 30-minute window.

Benefits:

- Dental & Vision Insurance
- Health Insurance
- Life Insurance
- Paid Time Off
- Retirement Plan

Schedule:

8 Hour Shift

On Call /Stand by Phone