



Street Commissioner and Cemetery Sexton

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

SUPERVISOR: City Administrator

SUPERVISE: Assistant Street Commissioner and Cemetery Sexton, Cemetery Supervisor, Equipment Operator II and I, and Seasonal Workers

SUMMARY DESCRIPTION

Responsible for the daily operations of the department through the development, coordination, prioritization, direction and administration of maintenance, repair and operational activities for all functions relating to the city's streets and cemetery. An incumbent will be required to perform duties on an on-call basis, as needed.

EXAMPLES OF WORK PERFORMED

ESSENTIAL FUNCTIONS: *The following examples of work are illustrative only and are not intended to be all inclusive.*

Performs supervisory functions such as staffing, scheduling work, assigning and reviewing work duties, training personnel on various techniques and procedures, conducting performance evaluations and recommending/ administering disciplinary actions.

Develops maintenance programs; supervises, directs, monitors and participates in the overall operation of maintenance and repair duties pertaining to the city's streets and cemetery, such as street maintenance, cemetery maintenance, vehicle/equipment maintenance, and storm sewer maintenance.

Responsible for the coordination of the city's cemetery through various activities including but not limited to determining costs, preparing bills for services rendered, making burial arrangements, maintenance of grounds, etc.; serves as a liaison with burial companies and morticians.

Provides guidance in various departmental tasks including but not limited to correcting field operating problems and ensuring the maintenance of departmental performance standards.

Supervises various street related contractual projects with private contractors and other governmental agencies to ensure compliance to city ordinances and codes.

Responsible for the maintenance, up-keep and repair of all storm sewers in the city sewer system; ensures that all storm sewers are operating in a safe and sanitary manner to provide proper drainage.

Responsible for the maintenance of the former city landfill property and burn sites; ensures that duties are performed in accordance with regulations of the State of Nebraska Department of Environmental Quality.

Reviews work performed by departmental staff and private contractors for conformance with policies and procedures in order to ensure uninterrupted operations of the department.

Coordinates various public works projects with the city's Building Inspector including the inspection of sidewalk and driveway construction, and improvement activities for the Sanitary and Improvement Districts (SID's); ensures that construction and improvement requests are appropriate.

Plans and develops the design of street improvements, and other municipal public works projects, in coordination with the city Engineer.

Plans and directs the overall operation of the snow removal program, the weed control program, all street cleaning operations and the equipment maintenance operations.

Directs the investigation of complaints from the general public regarding residential sidewalk snow removal, repair work, overhanging branches and site views.

Responsible for chemical handling through the application and storage of the chemicals and equipment used for weed and/or insect control, fertilization, etc.; supervises and directs employees in the control of diseases, weeds, pests, etc. to ensure proper and safe use.

Maintain log books for herbicide and pesticide use for EPA Requirement.

Supervise and participates in the installation and maintenance of all street signs and related traffic control devices within the city limits.

Maintains street supply inventory including materials, equipment and tools; orders supplies as needed in accordance with established policies.

Responsible for the inspection of curbs, streets, alleys, sidewalks and trees on City property for potential hazards; supervises and participates in the removal/repair of hazards, as needed.

Responsible for the planning, preparation and implementation of the city's one year and six year improvement plans in coordination with the city Engineer.

Plans and implements safety training programs and safety standards; performs evaluations and inspects work for quality assurance; ensures the maintenance of a safe work environment for all employees at all locations and work sites.

Develops specifications for new equipment purchases; establishes and maintains contact with vendors, review bid requests and makes decisions regarding vehicle/equipment use, disposal and purchase; coordinates the joint purchasing of equipment with other governmental agencies, when needed.

Responsible for the maintenance of the street and cemetery supply inventory including materials, equipment, and tools; orders supplies as needed in accordance with established policies and procedures.

Develops and administers the departmental budget and maintains various financial records and reports in conjunction with the City Clerk; allocates various resources for use in projects and programs.

Attends various meetings including City Council and Safety Committee meetings, as needed; answers inquiries and makes recommendations pertaining to the functions of the department.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in maintenance and repair duties.

Prepares and maintains various reports and records pertaining to the department including but not limited to, maintenance activities, equipment maintenance, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports.

Serves as a liaison for the city with other contractors and other governmental agencies pursuing the resolution of mutual problems relating to public works projects and programs.

Answers inquiries from the general public; receives citizen complaints and handles situation and/or refers individual to appropriate city official for resolution.

Provides public records and information to citizens and other agencies, upon discretion and approval of the Mayor.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees, the governmental agencies and municipal officials.

Performs other duties as director or as the situation dictates.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Federal, state and local laws and regulations pertaining to street and cemetery maintenance.
- State statutes and the city code.
- The materials, procedures, methods and practices utilized in various public works activities, i.e. construction, street maintenance, storm sewer operation, and cemetery maintenance.
- Various chemicals and fertilizers and the ability to apply the methods and techniques used in their application.
- The operation of vehicles, machinery, equipment and tools pertaining to duties performed.
- And ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- The geography of the city and the storm sewer district.
- City responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Use independent judgement in the performance of duties.
- Accurately read and interpret technical sketches, blueprints and instructional manuals.
- Load and unload heavy machinery.
- Plan, assign, direct and supervise the work of subordinates.
- Apply mathematical computations as applied to standard construction formulas.
- Prepare and maintain various records, reports and other departmental documents.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines,

- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing kneeling, bending, crouching, reaching, stooping and climbing. Work may also be performed indoors in an office setting and requires a considerable amount of sitting. The incumbent must have the ability to transport themselves to and from various locations throughout the city and within City Hall. Duties require the ability to tolerate and indoor and outdoor work environment which includes contact with dirt, dust, chemicals, noise and inclement weather conditions.

Physical: An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock and vibration. The noise level may be moderate to intense depending on activity performed

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Graduation from high school or equivalent GED supplemented by five years' experience in the area of public works or related field or an equivalent combination of education training and experience.

Along with two years of supervisory responsibility.

Must have a valid commercial driver's license at the time of hire.

Must have a Nebraska Department of Agriculture Pesticide Applicator certification (Commercial Rating) at the time of hire,

Must maintain all certifications required by the City.

Must be able to respond from home to work within 15 minutes under normal weather conditions.

Regular Full-Time Grade L

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