



Job Vacancy

Class Title:	Division Manager - Streets
Salary:	\$ 46,508.81 - \$69,763.22

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

Under the direction of the Public Works Director or Assistant Director, the Street Division Manager supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of semi-skilled and skilled duties involved in the maintenance, repair, and construction of public works systems including streets, sidewalks, right-of-way, drainage-related roadway features, traffic signs, paving markings, ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. The position requires significant field involvement and serves as a key operational point of contact for street maintenance activities, emergency response, infrastructure concerns, and citizen service requests.

ESSENTIAL FUNCTIONS

Coordinates the organization, staffing, and operational activities for assigned maintenance services including streets, collection systems, sidewalks, assessment districts, and related public works facilities.

Responsible for Completing payroll by-weekly, and handling time-off requests for the Street Division.

Participates in the development and implementation of goals, objectives, and priorities; recommends and implements resulting policies and procedures.

Establishes schedules and methods for providing maintenance and repair services; identifies resource needs; reviews needs with appropriate management staff and allocates resources accordingly.

Directs, coordinates, and reviews the work plan for assigned maintenance services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolve complex work related or equipment operating problems; performs the more technical and complex tasks of the work unit.

Inspects work in progress and upon completion to assure that repairs, maintenance, and project activities are in accordance with City regulations, policies and operating procedures and practices.

Division Manager – Streets

Prepares reports on maintenance operations and activities; estimates and requisitions materials, parts and supplies in accordance with established procedures; obtains prices and bids and prepares purchase order requests as necessary.

Participates in the selection, training, motivating, and evaluating of assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Provides staff assistance to the Public Works Director and Assistant Director; may participate on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.

Coordinates assigned maintenance activities with those of other divisions and outside agencies and organizations.

Coordinates Streets Division personnel and equipment during severe weather, flooding, roadway obstructions, fallen trees, infrastructure failures, and other emergency conditions. Responds to after-hours emergencies when required. Assists with roadway closures, barricades, detours, debris removal, and restoration of safe roadway conditions.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma or GED; supplemented by four (4) years of increasingly responsible experience in public works maintenance, construction, and repair work.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid State of Georgia valid driver's license.

Commercial Driver's License (CDL) preferred

Relevant Public Works, equipment operation, roadway maintenance, or safety certifications are desirable.

PHYSICAL DEMANDS

Primary functions may require maintaining physical condition necessary for sufficient mobility to walk, stand and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry moderate to heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.

WORK ENVIRONMENT

Work is performed in an office and field environment with travel from site to site; the employee occasionally works in outside weather conditions; exposure to hazardous chemicals, fumes, airborne particles, and toxic or caustic chemicals, and vibration; risk of electrical shock.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability 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.