



## CITY OF BENTON

### **Streets & Drainage Assistant Director**

#### Job Description

<b>Job Title:</b> Streets & Drainage Asst. Director	<b>Department:</b> Streets & Drainage
<b>Classification:</b> Exempt	<b>Reports to:</b> Streets & Drainage Director
<b>EEO Category:</b> Full-time	<b>Pay Grade:</b> \$54,767.90 - \$83,599.95

#### SUMMARY

The **Streets & Drainage Assistant Director** assists in the planning, coordinating, and directing of the operations and services of the Municipal Street Department in compliance with City ordinances/policies and applicable Federal, State, and Municipal regulatory guidelines, rules, and regulations. Position is deemed essential personnel and safety sensitive.

#### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Organizes, assigns, schedules, and directs department operations and services to include construction, reconstruction, and required maintenance of streets, alleys, sidewalks, bridges, storm sewers, curbs, catch basins, gutters, etc.
- Directly supervises Streets & Drainage employees, work schedules/work activities, and training and certification is completed.
- Reviews and approves leave time, timesheets, and submittal of required documentation for payroll.
- Maintains daily master sheet listing crews, location and type of work being performed, including emergency street repair.
- Sets up work zone safety, conducts inspection of job sites to ensure correct work performance.
- Notifies Arkansas One-Call for utility locates before performing digging operations.
- Attends meetings and confers with staff, affected City departments and outside agencies regarding long-range and special projects involving street and drainage maintenance as needed.
- Attends City Council meetings and related committee meetings as needed.
- Oversees installation or malfunction and necessary repair for electronic traffic signals.
- Provides technical information and expertise as required in the implementation of special projects, or in special situations with regular programs.
- Manages operation, allocation and maintenance of department equipment and materials.
- Assists with requisitions of new materials, supplies, and makes recommendations for major modifications to existing equipment and/or purchase of new or specialized equipment.

- Conducts on-site inspections of all construction and reconstruction work performed under private contract.
- Inspects installation of improvements in new subdivisions to ensure compliance with City regulations.
- Reviews new development plans as directed by the Streets & Drainage Director as well as provide comments for Development Review Committee (DRC).
- Assists in the preparation of annual departmental budget and reviews/monitors expenses as necessary.
- Prepares reports as needed.
- Notifies County 911 Communications of street closings and traffic detours.
- Remains current on the latest developments in construction and technology.
- Receives and responds to citizen concerns/complaints.
- Must respond to the 911 call center within 1 hour of receiving a call.
- Assists departmental employees in the field as necessary.
- Remains subject to call-out and increased work hours during periods of inclement weather.
- Operates a City vehicle.
- May perform any duties of the department in the absence of personnel.
- Responsible for the overall completion of department work.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

### **SUPERVISOR RESPONSIBILITY**

The position of **Streets & Drainage Assistant Director** is responsible for the supervision of **twenty-five (25)** department employees and carries out supervisory responsibilities in accordance with the Company's policies and applicable laws, ensuring adherence to Equal Employment Opportunity (EEO) guidelines. The position performs personnel actions, including performance appraisals and disciplinary actions, including discharges; interviews and selects candidates for employment; supervises the daily activities of the department, including, but not limited to, effectively delegating assignments, developing work schedules, and providing necessary training. The position demonstrates knowledge of and adherence to Equal Employment Opportunity (EEO) policy; shows respect and sensitivity for cultural differences; promotes a working environment free of harassment of any type; and builds a diverse workforce.

## **ENVIRONMENT & PHYSICAL ACTIVITY**

The incumbent will spend most of the time performing this position in a professional office-type setting. The incumbent, while performing this position, spends time writing, keyboarding, speaking, listening, driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching. The noise level in the work environment is usually moderate to loud. The office environment also has exposure to fumes, dust, toxic, or caustic chemicals. The employee may occasionally work outside in adverse weather conditions, in an office environment and near moving mechanical part. The position requires regularly driving a motorized vehicle.

The incumbent for this position may operate any or all the following: telephone, smart phone, copy and fax machines, adding machine (calculator), scanner and image systems, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as needed and/or directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb, or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here 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 functions.

## **MENTAL DEMANDS**

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solve. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. He/she must educate citizens and the public regarding City ordinances/resolutions/policies and the consequences of not adhering to them. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective, and efficient manner. Incumbent shall schedule work activities during employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

## **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information and operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

## **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training typically resulting from a combination of education or years of experience in Streets & Drainage or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

### **Basic Qualifications:**

- High school diploma, or equivalent
- Must possess a valid Arkansas Driver's license, class B preferred.
- Three (3) years supervisory experience of labor and equipment operations.
- Five (5) years of progressively responsible experience in public works activities.
- Current Flagger Certification or must be able to obtain certification within one (1) year of employment.
- Current Trenching and Excavations Safety Technician Certification or must be able to obtain certification within one (1) year of employment.
- Current IMSA Work Zone Traffic Control Certification or must be able to obtain within one (1) year of employment.
- Basic proficiency in Microsoft 365

### **Knowledge**

- Knowledge of regulatory requirements, City ordinances, applicable state and local laws regarding departmental services/operations
- Comprehensive knowledge of construction, maintenance, and repair for street and drainage systems.
- Comprehensive knowledge of equipment, tools and materials used in street and drainage systems construction/repair and proper maintenance techniques.
- Thorough knowledge of civil engineering practices and principles.
- Knowledge of budget processes, management principles and practices.

### **Skills**

- Skill in supervising personnel, services, and operations.
- Skill in communication orally and in writing.
- Skill in organization and scheduling of work activities.
- Skill in technical/regulatory/safety issues related to department functions.

- Skill in reading/interpreting statutes, regulatory requirements and City ordinances governing departmental operations.
- Skill in operation of personal computer and MS Word.
- Skill in operation of City vehicle to perform essential functions.

#### Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisors, coworkers, clients, etc. always.
- Ability to develop long-range plans and schedules for street/drainage systems projects and programs.
- Ability to provide effective leadership/supervision to personnel, and services/operations.
- Ability to develop policies/procedures to ensure safe, efficient operations of facility.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to explain new or amended City ordinances/policies regarding departmental operations.
- Ability to interpret and understand City ordinances and related Federal, State, Municipal guidelines, rules, regulations regarding street and drainage systems.
- Ability to interpret and understand engineering designs for street/drainage projects.

### **ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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