

## **Street Maintenance Operations Coordinator**

### SUMMARY/PURPOSE

Perform highly responsible leadership work within the Street Maintenance Division. Coordinate and implement departmental projects, review operational procedures, and evaluate the effectiveness of existing and proposed programs and operations.

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and research methods to effectively accomplish desired results.
2. Assist department personnel in determining the scope of a particular project as well as establishing goals and timelines.
3. Research and recommend methods, equipment, materials, and staffing necessary to perform the work in Street Maintenance, and provide department personnel and leadership with relevant information to assist them in the decision-making process.
4. Assist department personnel in preparing and presenting recommendations to leadership.
5. Research necessary data and systems to develop new and more efficient procedures.
6. Investigate accident reports, and submit the required reports and paperwork when necessary.
7. Create and present program reports and proposals.
8. Represent the City at City Council meetings, public forums, and professional conferences at the federal, state, and regional levels.
9. Monitor work sites to ensure compliance with established operating methods, guidelines, safety standards, policies, and procedures.
10. Create, manage and update department wide seniority lists and associated overtime documents.
11. Manage and update AVL/GPS mapping systems, material tracking for Street Maintenance.
12. Assist in the budget control for Street Maintenance.
13. Perform invoicing, review and approve billing for all Street Maintenance transactions.
14. Enter annual operational contracts and requisitions with outside vendors.
15. Approve, track and reconcile the use and purchase of operational materials.
16. Act as liaison between the division and other City departments and divisions, outside agencies, and special interest groups.
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Provide training on new or modified procedures and policies to all affected parties.
20. Coordinate Street Maintenance functions and programs for the City.
21. In collaboration with the Manager, organize and direct the activities of assigned teams, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring process and onboarding procedures.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

## JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Bachelor's Degree in Project Management, or a related professional field, and two (2) years of full-time, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in functional areas identified as essential duties
  - B. Work experience in a Street Maintenance division is highly desirable.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Must obtain Minnesota Pollution Control Agency Smart Salting Level(s) 1 and 2 within two (2) years of employment.
  - C. Must obtain Minnesota Erosion and Stormwater Management licenses: Construction Installer and Construction Site Management within Two (2) years of employment.
  - D. Must obtain Certified Public Works Professional-Supervision (CPWP-S) through the American Public Works Association (AWPA) within five (5) years of employment.
3. Knowledge Requirements
  - A. Knowledge of budgeting and capital improvement programming.
  - B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
  - C. Knowledge of accepted personnel, supervisory and management practices.
  - D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
  - E. Knowledge of mapping software used for asset management and vehicle tracking and analytics.
  - F. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
  - G. Knowledge of labor relations and the relevant labor agreements.
  - H. Knowledge of all applicable safety and operational laws and regulations.
  - I. Knowledge of problem-solving and conflict-resolution techniques.
  - J. Knowledge of applicable safety requirements.
  - K. Knowledge of, or the ability to learn, City policies and procedures.
  - L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - M. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
  - A. Skill in writing reports, letters, memos, and presentations in an understandable and logical format.
  - B. Skill in communicating logically and accurately in oral and written forms.
  - C. Skill in evaluating and analyzing operational methods and procedures.
  - D. Skill in managing and tracking multiple projects concurrently.
  - E. Skill in working with architects, engineers, contractors, attorneys, planners, and other professionals.
  - F. Skill in directing and leading others.
  - G. Skill in the use of equipment, procedures, and practices used in maintenance operations.
  - H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - I. Skill in managing one's own time and the time of others.
  - J. Skill in completing assignments accurately and with attention to detail.

- K. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to lead interdisciplinary work teams, task forces, and committees to achieve assigned goals.
  - B. Ability to work independently, anticipate next steps, and adapt to changing work priorities.
  - C. Ability to use good judgment in decision-making.
  - D. Exhibit leadership qualities of dependability and accountability.
  - E. Ability to organize, schedule, coordinate, supervise work, motivate team members, and set and maintain effective performance standards and goals.
  - F. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
  - G. Ability to read and interpret technical manuals, basic blueprints, maps, labor agreements, contracts, and other manuals as required.
  - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - I. Ability to communicate and interact effectively with members of the public.
  - J. Ability to communicate effectively both orally and in writing.
  - K. Ability to recognize, analyze, and solve a variety of problems.
  - L. Ability to organize and prioritize work while meeting multiple deadlines.
  - M. Ability to handle difficult and stressful situations with professional composure.
  - N. Ability to work successfully as a member of a team and independently with minimal supervision.
  - O. Ability to train and lead others.
  - P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - Q. Ability to enforce safety rules and regulations.
  - R. Ability to maintain confidential information.
  - S. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - T. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC:	CSB: 05/07/2024	Class No:
WC:	Pay: 33	EEOF:	CC:	Resolution:

## Street Maintenance Operations Coordinator

### SUMMARY/PURPOSE

Perform highly responsible leadership work within the Street Maintenance Division. Coordinate and implement departmental projects, review operational procedures, and evaluate the effectiveness of existing and proposed programs and operations. ~~Assist with coordinating crews' work activities within the Street Maintenance Division.~~

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and research methods to effectively accomplish desired results.
2. Assist department personnel in determining the scope of a particular project as well as establishing goals and timelines.
3. ~~Recommend~~Research and ~~research~~recommend methods, equipment, materials, and staffing necessary to perform the work in Street Maintenance, and provide department personnel and leadership with relevant information to assist them in the decision-making process.
4. Assist department personnel in preparing and presenting recommendations to leadership.
5. Research necessary data and systems to develop new and more efficient procedures.
  1. ~~Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.~~
  2. ~~Provide training on new or modified procedures and policies to all affected parties.~~
  3. ~~Coordinate and perform Street Maintenance functions and programs for the City.~~
6. Investigate accident reports, and submit the required reports and paperwork when necessary.
7. Create and present program reports and proposals.
8. ~~In collaboration with~~Represent the Manager, ~~organize~~City at City Council meetings, public forums, and ~~direct~~professional conferences at the activities of assigned personnel.
  4. ~~Provide input on decisions regarding the hiring process and onboarding procedures.~~  
federal, state, and regional levels.
9. Monitor work sites to ensure compliance with established operating methods, guidelines, safety standards, policies, and procedures.
10. ~~Create, manage and update department wide seniority lists and associated overtime documents.~~
11. ~~Manage and update AVL/GPS mapping systems, material tracking for Street Maintenance.~~
- 40:12. Assist in the budget control for Street Maintenance.
  5. ~~Operate heavy equipment such as loader, motor grader, sand truck, sweeper, flusher, etc. when necessary.~~
13. ~~Perform invoicing, review and approve billing for all Street Maintenance transactions.~~
14. ~~Enter annual operational contracts and requisitions with outside vendors.~~
15. ~~Approve, track and reconcile the use and purchase of operational materials.~~
16. ~~Act as liaison between the division and other City departments and divisions, outside agencies, and special interest groups.~~
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
18. ~~Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.~~

- 19. Provide training on new or modified procedures and policies to all affected parties.
- 20. Coordinate Street Maintenance functions and programs for the City.
- 21. In collaboration with the Manager, organize and direct the activities of assigned teams, and determine work priorities, assignments, and work schedules.
- 22. Provide input on decisions regarding the hiring process and onboarding procedures.
- 23. Establish and maintain positive working relationships with supervisors and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 24. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A combination of education and/or experience equal to Bachelor's Degree in Project Management, or a four-year bachelor's degree related professional field, and two (2) years of full-time equivalent, related professional experience; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in the functional areas identified as essential duties
  - B. Work experience in a Street Maintenance division is highly desirable.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class A—Commercial Driver's License (LD1) or equivalent by privilege.
  - B. Must obtain Minnesota Pollution Control Agency Smart Salting Level(s) 1 and 2 within two (2) years of employment.
  - C. Must obtain Minnesota Erosion and Stormwater Management licenses: Construction Installer and Construction Site Management within Two (2) years of employment.
  - D. Must obtain Certified Public Works Professional-Supervision (CPWP-S) through the date of appointment and continuously thereafter American Public Works Association (AWPA) within five (5) years of employment.
3. Knowledge Requirements
  - A. Knowledge of budgeting and capital improvement programming.
  - B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
  - C. Knowledge of accepted personnel, supervisory and management practices.
  - D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
  - E. Knowledge of mapping software used for asset management and vehicle tracking and analytics.
  - F. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
  - G. Knowledge of labor relations and the relevant labor agreements.
  - H. Knowledge of all applicable safety and operational laws and regulations.
  - I. Knowledge of problem-solving and conflict-resolution techniques.
  - J. Knowledge of applicable safety requirements.
  - K. Knowledge of, or the ability to learn, City policies and procedures.
  - L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - M. Knowledge of effective leadership and personnel practices.
4. Skill Requirements

- A. Skill in writing reports, letters, memos, and presentations in an understandable and logical format.
- B. Skill in communicating logically and accurately in oral and written forms.
- C. Skill in evaluating and analyzing operational methods and procedures.
- D. Skill in managing and tracking multiple projects concurrently.
- E. Skill in working with architects, engineers, contractors, attorneys, planners, and other professionals.
- ~~A. Skill in the operation of personal computer and related software.~~
- F. Skill in directing and leading others.
- G. Skill in the use of equipment, procedures, and practices used in maintenance operations.
- ~~B. Skills in maintaining, grading, reshaping, patching, resurfacing, ditching streets and alleys, snow and ice removal, and street cleaning.~~
- H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- I. Skill in managing one's own time and the time of others.
- J. Skill in completing assignments accurately and with attention to detail.
- K. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- ~~A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting relationships.~~
- ~~B. Ability to maintain confidential information.~~
- A. Ability to lead interdisciplinary work teams, task forces, and committees to achieve assigned goals.
- B. Ability to work independently, anticipate next steps, and adapt to changing work priorities.
- A-C. Ability to use good judgment in decision-making.
- B-D. Exhibit leadership qualities of dependability and accountability.
- C-E. Ability to organize, schedule, coordinate, supervise work, delegate work assignments, motivate team members, and set and maintain effective performance standards and goals.
- D-F. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- ~~C. Ability to operate all applicable items of equipment in a safe, courteous manner.~~
- E-G. Ability to read and interpret technical manuals, basic blueprints, maps, labor agreements, contracts, and other manuals as required.

1. Physical Ability Requirements

- ~~A. Ability to climb, balance, stoop, lift, push, pull, and carry.~~
- ~~B. Ability to transport oneself to, from, and around projects, worksites, and public meetings.~~
- H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- I. Ability to communicate and interact effectively with members of the public.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to occasionally lift and carry up to 50 pounds, and frequently lift, recognize, analyze, and carry up solve a variety of problems.
- L. Ability to organize and prioritize work while meeting multiple deadlines.
- F-M. Ability to 25 pounds handle difficult and stressful situations with professional composure.
- N. Ability to work successfully as a member of a team and independently with minimal supervision.
- O. Ability to train and lead others.
- P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- Q. Ability to enforce safety rules and regulations.
- R. Ability to maintain confidential information.

S. Ability to demonstrate dependability, responsibility, and consistency in job performance.

G.T. Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: D	L	Union: Basic	EEOC: Paraprofessionals	CSB: 08/06/2020	Class No: 3138
WC: 06	55	Pay: 33	EEOF: Streets/Highway s	CC: 08/24/2020	Resolution: 20-0661R