

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.

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 and research 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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
7. Provide training on new or modified procedures and policies to all affected parties.
8. Coordinate and perform Street Maintenance functions and programs for the City.
9. Investigate accident reports, and submit the required reports and paperwork when necessary.
10. Create and present program reports and proposals.
11. In collaboration with the Manager, organize and direct the activities of assigned personnel.
12. Provide input on decisions regarding the hiring process and onboarding procedures.
13. Monitor work sites to ensure compliance with established operating methods, guidelines, safety standards, policies, and procedures.
14. Assist in the budget control for Street Maintenance.
15. Operate heavy equipment such as loader, motor grader, sand truck, sweeper, flusher, etc. when necessary.
16. 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.
17. 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 a four-year bachelor's degree and two (2) years of full-time equivalent experience in the functional areas identified as essential.
 - B. Work experience in a Street Maintenance division is highly desirable.
2. License Requirements
 - A. Possession of a valid Minnesota Class A - Commercial Driver's License or equivalent by the date of appointment and continuously thereafter.
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. Extensive knowledge of the methods and practices of street, park, and traffic maintenance.
 - F. Knowledge of labor relations and the relevant labor agreements.
 - G. Knowledge of all applicable safety and operational laws and regulations.
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 the operation of personal computer and related software.
 - G. Skill in directing and leading others.
 - H. Skill in the use of equipment, procedures, and practices used in maintenance operations.
 - I. Skills in maintaining, grading, reshaping, patching, resurfacing, ditching streets and alleys, snow and ice removal, and street cleaning.
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.
 - 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, delegate work assignments, 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 operate all applicable items of equipment in a safe, courteous manner.
 - H. Ability to read and interpret technical manuals, basic blueprints, maps, labor agreements, contracts, and other manuals as required.
6. 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.
 - C. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry up to 25 pounds.
 - D. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Paraprofessionals	CSB: 08/06/2020	Class No:
WC:	Pay: 33	EEOF: Streets/Highways	CC:	Resolution: