

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Manager Street Maintenance**

**Department: Public Works**

**Pay Grade: GS.12**

**Supervision Received From: Deputy Dir. Citywide Services**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Gen. Supvr, City Laborer**

**Established: 6/29/07**

**Revision Dates: 4/16/25;  
10/20/23; 10/6/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for managing the daily operations of the street maintenance and cleaning divisions. Duties include evaluating supervisors and their staff, preparing and monitoring area budget and expenditures and coordinating and scheduling projects. Work is performed with general direction, working from broad goals and policies.

**SERIES LEVEL:** The Manager, Street Maintenance is the seventh level of a seven-level public works maintenance series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day operations and activities of the streets and cleaning divisions which includes developing, maintaining, administering, and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs, and determining the cost-effectiveness of repairing versus replacing vehicles and equipment.

Estimates cost to complete jobs and maintain various records and files of time, labor, and materials used in projects.

Responds to complaints from citizens and/or other interested parties regarding potentially hazardous or offensive street conditions; inspects areas of responsibility and makes recommendations on projects requiring attention.

Oversees division compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; participates in the development of written procedures for street construction and maintenance safety activities.

Manages and oversees the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to streets construction and maintenance activities and workload.

Performs inspections of City streets and related areas to identify potential problems, code violations, hazardous situations or required repairs.

Develops, administers and monitors the division budget, including capital improvement budgets; allocates resources and approves expenditures including contracted services. Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Plans, develops, manages, and implements complex street related projects from inception through completion. Manages and oversees the maintenance and replenishment of division supplies, materials and/or other related inventory items.

Collects and analyzes a variety of complex data and information related to street operations and activities; performs statistical analysis and summarizes findings in applicable reports or other communication mediums.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or General Education Diploma (GED) and five (5) years of progressively responsible street maintenance experience/training sufficient to successfully perform the essential functions of this job; including four (4) years of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License.

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles; work scheduling principles; applicable tools and equipment of the trade; street construction, maintenance and cleaning principles, procedures and methods; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; occupational hazards and related safety precautions; basic construction

practices; City geography; industry standards and specifications; record-keeping principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; reviewing, classifying, categorizing, prioritizing and analyzing data; performing mathematical calculations; using applicable tools and equipment of the trade; reading blueprints, schematic drawings and/or construction drawings; developing and administering budgets; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; preparing and maintaining a variety of reports and records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:** Positions in this class typically require talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:** Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to extreme temperatures.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.