

## APPLICATION NOTICE

### City of Urbana Street Supervisor

The City of Urbana, Ohio is seeking applicants for the full-time position of Street Supervisor in the Public Works Division, under the direction of the Public Works Superintendent. The Street Supervisor must be able to plan, direct, manage and oversee the activities, projects and operations of the Street Division including street repair and maintenance, drainage maintenance, assist with engineering and installation of water and sewer lines, traffic engineering/control, street lighting, storm water program, and detailed support to the Public Works Superintendent. Exercises direct supervision over Street Division staff, and other divisions as assigned. Develops and implements the Street Division's goals, objectives, policies and priorities; Trains and evaluates Street Division personnel and other Public Works Division staff; ensures the safe, appropriate and productive use of equipment utilized in road and catch basin repair, street sweeping, snow removal, leaf collection, utility excavation and tree/limb removal; Insures all operators receive the proper training and direction required in the care and maintenance of City owned equipment; Maintain departmental precision, neatness and accuracy of the workplace, equipment and City surroundings; Assist in assessing and monitoring the City's infrastructure to provide appropriate levels of public service regarding existing systems/networks and future developments/expansions; Evaluate, recommend and requisition materials and supplies necessary to complete projects; coordinate with the Public Works Superintendent the efficient use of workers, resources and equipment; Assesses and monitor daily workload, administrative and support systems; identify opportunities for improvement; direct and implement changes as necessary; Must be able to function in severe weather conditions, during odd hours and possible hazardous/risky situations; work closely with Emergency Dispatch personnel; ability to refer to/work with all City Divisions to mitigate the immediate situation at hand. Serve on various employee or other committees as assigned; become a member of: Local Tech Assistance Program (LTAP); appearances (as needed) to Urbana City Council, Technical Review Committee, Urbana Tree Commission, Zoning and Compliance related Commissions. Must be able to pass and maintain current Chemical Operator's License.

The qualifications for this position include the following:

- ◆ High school diploma or equivalent.
- ◆ Must possess a valid Ohio driver's license and CDL; maintain such as a condition of continued employment.
- ◆ Five (5) years of increasingly responsible management experience in civil construction.
- ◆ Must have knowledge of operational characteristics, services and activities of a comprehensive street program; traffic engineering/control
- ◆ Understanding of municipal water and sewer engineering; applicable federal, state and local law, codes and regulations for public streets
- ◆ Principles and practices of general administration including management, supervision, budgeting, purchasing and the maintenance of public records
- ◆ Must have knowledge in the operation and use of motor vehicles and various construction equipment, safety equipment, generators, pumps, gauges, detection devices, mobile radio, phone, calculator, computer and a variety of hand tools.

The selected candidate must successfully complete the following:

- ◆ Background Investigation.
- ◆ Pre-employment Drug Screen.

A City application or resume must be submitted to apply for this position. A blank application and a full job description may be obtained at <https://www.urbanaohio.com/job-opportunities.html> or by calling: (937) 652-4313. **To be considered, an application or resume must be returned to the Human Resources Office by 4:00 p.m., October 4, 2021 at 225 South Main Street Urbana, Ohio 43078.** Applications and resumes will be accepted until the position is filled.

The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.