

# Job Description

| Human Resource Use Only                           |
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| Position Number:<br>Step/Grade<br>Effective Date: |

## POSITION IDENTIFICATION

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**Position Title:** Streets Team Leader

**Division:** Department of Public Infrastructure / Operations Division

**Status:** Full-Time, Hourly

**Workweek:** Monday – Friday, subject to call-in

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Operations Division Manager

**Directly Supervises:** This position directly supervises the Streets and Sanitation Crews and its related summer seasonal employees.

## POSITION PURPOSE

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The Streets Team Leader performs responsible supervisory work involving the use of decisive judgment and planning ability. Supervision is exercised over the streets and sanitation aspects of the operations division, including but not limited to sewer, curb and gutter, sidewalk repair, construction, and maintenance. The employee must possess the ability to get along well with the public, with employees and with management. The position works under the general direction of the Operations Division Manager and is expected to carry out most duties of this position independently. General assignments are received from a manager, but employees in this class are expected to exercise judgment in selecting work methods and in planning details. The Streets Team Leader reports to and receives administrative guidance from the Operations Division Manager and Director of Public Infrastructure. Responsible for scheduling the maintenance and operation of all Lift Stations.

## ESSENTIAL DUTIES

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- Enforces division safety programs in accordance with federal and state mandated regulations in the field.
- Makes planning and budgeting recommendations to the Operations Division Manager.
- Schedules job and equipment assignments for all aspects of street and sanitation work under the Operations Division Manager supervision.
- Instruct employees in correct work methods and procedures for patching, building and maintenance of streets and parking lots, grading, concrete work, sewer repairs and cleaning maintenance.
- Supervise snow and ice control operations.
- Keeps records of all materials and quantities used in maintenance, repair, and construction activities.
- Responds to suggestions/requests/complaints from staff and citizens and recommends suitable action to Operations Division Manager.

- Inspects streets for needed maintenance and repairs.
- Coordinates and inspects private contractors and vendors working in the City right-of-way for compliance with all federal, state, and local regulations.
- Works with Operations Division Manager to plan, schedule, and supervise equipment changeover for seasonal work.
- Orders materials and supplies needed for public works maintenance, repair, and construction.
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required.
- Inspects equipment used in street maintenance.
- Maintains time records and work reports.
- Directs yard waste and brush collection operations.
- Supervises the cleaning and mowing of roadsides.
- Appointed weed commissioner that responds to and inspects noxious weed complaints.
- Plans, schedules, and supervises employees and equipment for weed eradication per City ordinance.
- Responds to and inspects sidewalk snow complaints.
- Plans, schedules and supervised employees and equipment for sidewalk snow removal per City ordinance.
- Oversees dust control of gravel streets.
- Processes requests for vacation, sick leave and other leave for seasonal employees under the Streets Team Leader supervision in compliance with policies set by the Operations Division Manager.
- Recommends hiring, discipline, suspension or discharge, if warranted, to the Operations Division Manager.
- Assumes duties and responsibilities for the Operations Division Manager as needed.
- Assists with the day-to-day operations of the Streets and Sanitation Division as assigned/needed.
- Performs all duties of the Streets Laborer classification.
- Project management for the Streets and Sanitation Division as assigned by the Operations Division Manager.

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## OTHER DUTIES

- Other duties and responsibilities as assigned.

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## MINIMUM POSITION QUALIFICATIONS

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| <b>Education:</b>  | High school degree or equivalent. Technical training or any equivalent combination of experience and training which provides the required knowledge, skills and abilities for the position as determined by Management. |
| <b>Experience:</b> | Experience in public works construction and. Supervisory experience required.   |

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's License  
Must possess or obtain a valid commercial drivers class B & C license with air brakes issued by the State of Wisconsin within six (6) months of hire date.  
Appointed Weed Commissioner

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## **KNOWLEDGE, SKILLS, & ABILITIES**

Ability to work with the public in a positive manner; thorough knowledge of the methods, materials and techniques used in street and public works maintenance and construction projects; knowledge of the street system in the City; thorough knowledge of the occupational hazards and safety precautions of the work; ability to read blueprints and specifications; ability to supervise maintenance work for the entire division; ability to direct the work of skilled and semi-skilled employees; ability to operate a computer using modern mainstream software; ability to maintain inventory of construction materials; demonstrates knowledge of proper operation of all division equipment, including but not limited to trucks, front end loaders, plows, rollers, and pumps; ability to effectively communicate in both written and verbal form and work with superiors, subordinates and the general public on all related matters concerning all aspects of the division's work; written skills include the ability to communicate to all City staff, elected officials and all community members; ability to add, subtract, multiply, divide, calculate percentage, fractions and decimals; interpret statistical data; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment; vision abilities include distant and close vision, depth perception, focus and night-time vision required during extended night-time operations; use required movements to utilize a calculator, telephone, and computer

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**BACKGROUND CHECKS-** Condition of Employment

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## **PHYSICAL DEMANDS**

The physical demands described herein 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.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, smell and may be required to work in high places and/or confined spaces.

**Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.

**Working Conditions:** The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on a regular basis. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever

heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays and through the week, 24/7, for the Department of Public Infrastructure as scheduled/required.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc 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 encourages both prospective and current employees to discuss potential accommodations with the employer.