

OGDEN DUNES STREET DEPARTMENT

Job Description:

Manager, Ogden Dunes Street Department

Full Time 7:00 a.m. – 3:30 p.m. M/F

Occasional evenings and weekends as needed

REPORTS TO:

Direct report to Town Council Liaison(s); Ogden Dunes Town Council

POSITION DESCRIPTION

The Manager of the Ogden Dunes Street Department oversees and maintains the infrastructure and grounds for the Town of Ogden Dunes. This includes, but is not limited to, streets, beaches, facilities, and storm drains.

RESPONSIBILITIES (summarized; full description available upon request)

Manager is expected to perform the following duties:

- Participate in and plan, prioritize, assign, supervise, review the daily work of full-time, part-time and temporary Street Department staff as well as external resources responsible for street, lighting, storm drain, grounds, and facility maintenance operations.
- Participate in the preparation, documentation, and administration of the Street Department budget.
- Communicate effectively with the public.
- Prepare quarterly reports for submission to Town Council on activities, suggestions and recommendations for Street Department improvements.
- Solicit bids, commission, and coordinate contract services, when needed.
- Assist the Ogden Dunes Volunteer Fire Department by maintaining “First-Responder” credentials to assist with emergencies and fire prevention initiatives.
- Ensure Street Department employees are provided a work environment that is free of harassment and/or intimidation and meets EEOC workplace requirements
- Other Street Department duties as required or assigned to address changing needs, requirements, and best practices for the town.

REQUIRED QUALIFICATIONS, KNOWLEDGE & ABILITIES

- Principles and practices of street and storm drain maintenance.
- Principles of supervision and training.
- Equipment, tools and materials used in public works activities and services.
- Principles of electrical systems.
- Principles and practices of safety management.
- Organization office procedures including computers, printers, and applicable software applications such as Word, Excel, and Outlook.
- Pertinent local, state and federal laws, ordinances and rules.

REQUIRED EDUCATION & EXPERIENCE LEVEL

Any combination of education and experience that would provide the required knowledge and abilities:

- Education/Training: Two years of college level course work that includes business, management, engineering, or a related field.
- Experience: Four years of increasingly responsible street maintenance experience including some lead supervisory experience.
- License or Certificate: Possession of an appropriate, valid driver's license and possession of other licenses as required by state and federal regulations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions listed below 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 job functions.

- Environment: Work is performed in an indoor office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.
- Physical: Primary functions require sufficient physical ability, strength and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction.
- Hearing: Hear in the normal audio range with or without correction.

APPLICATIONS

Applicants should send their resume and cover letter to juliaodtown@comcast.net. A completed application is required and can be requested from the Deputy Clerk-Treasurer or the Police Clerk at the Town Hall.

The Town of Ogden Dunes is an Equal Employment Opportunity Employer. Applicants are considered for employment without regard to race, color, national origin, sex, age, sexual orientation, disability, veteran status, genetic information, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Ogden Dunes will comply with its legal obligations to provide reasonable accommodation to qualified disabled applicants.