



VILLAGE OF MILAN

POSITION DESCRIPTION



POSITION TITLE: STREETS LEAD

DEPARTMENT: STREETS

REPORTS TO: PUBLIC WORKS SUPERVISOR

Pay Range: 13.00 – 16.00 DOE

Position Summary: Streets Lead, this is a working position, which requires the Lead to work alongside laborers. Streets Lead oversees all work on laborers, on-site repairs to streets, department budget, purchasing, co-operative road improvement projects, sidewalks, snow removal, flood control, and all other requirements connected with keeping streets in good working condition. This position will also be required to operate equipment, including trucks and pickups. This position will be required to attend meetings as required and may be required to participate in trainings both in area and travel.

This position will report to the Public Works Supervisor. This position will also be required to work in conjunction with Public Works Department (Utilities Department), and Parks when needed.

Streets Lead Responsibilities:

- Overseeing and supervising all Streets staff.
- Maintaining and cleaning Street equipment and facilities.
- Performing administrative tasks such as filling out paperwork and answering telephones as needed.
- Maintain a balanced budget and purchasing.
- Ensuring the safety of the department and its facilities.
- Must be willing to attend trainings both in the area and out of the area requiring travel.
- Manage time sheets for all employees.
- Manage overtime for all employees when needed.
- Work with other departments as needed.

Streets Lead Requirements:

- High school diploma/GED or equivalent is required.

- Experience: 5 years' experience in operating street equipment, loaders, Volunteer experience and other competency factors may be considered in lieu of work experience.
- CDL is not required but is preferred.
- Must possess a valid New Mexico Driver's License and have a good driving record.
- Comfortable to work with people of all ages and backgrounds.
- Ability to read, write, and communicate verbally, in English.
- Independent writing skills for preparation of internal correspondence, reports, policies, and procedures as needed.
- Must be able to keep records, maintain budget, and general leadership principles and practices.
- Strong creativity and socialization skills.
- Physical Stress: Availability to work with hands and perform heavy lifting over long periods of time; ability to engage in strenuous physical activity in all weather conditions is required.
- Strong people skills required, including demonstrated ability to communicate and work with employees, other village staff and the public.
- Mobility and Other: Ability to operate a motor vehicle efficiently and safely is required; un-aided physical mobility including walking, and manipulating objects is required.
- Must be able to stand/sit for long period of time for necessary job functions.
- Must possess a Driver's License and have a good driving record.

Principal Responsibilities

- Supervise personnel in the Streets Department and will be required to work alongside the laborers.
- Organizes, delegates, and schedules staff responsibilities and work assignments. Some work assignments may be in other departments.
- Ensures proper management of all services on behalf of the department and the Village.
- Ensures proper response to emergency situations and urgent requests and directives with regard to the services of the department.
- Develops and enforces departmental policies and procedures and implements Village policies and procedures within the Department.
- Advises supervisor and Village Manager with respect to all matters pertaining to the Department.
- Prepares and recommends annual budgets and modifications and manages the department budget.
- Performs public relations and communications functions with respect to the services of the department.
- Streets may require clearing from snow, rain, mud slides, etc. both during normal and after work hours.

- May need to work with utilities to repair damage from water or sewer brakes or work with other departments.

General Conditions

- The work generally involves moderate levels of stress related to supervision of personnel and accomplishment of services within time frames.
- The Streets Lead is expected to represent the Village of Milan in a professional manner at all times and to contribute to a positive and collaborative working relationship with the Department and with other departments and offices of the Village government.

Job Descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed with the job.

The Village of Milan is an Equal Opportunity Employer.