



CITY OF SENECA
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SENECA STREET DEPARTMENT POSITION DESCRIPTION – ASSISTANT STREET SUPERVISOR

GENERAL PURPOSE

Supervises Street Department crews performing various tasks related to Street Maintenance. Reports to the Streets Supervisor. Supervises assigned crews and fills in for other workers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as a crew leader for one or more of the following crews:

- Brush Crew: Consists of workers engaged in the collection and disposal of brush, C&D landfill material, white goods, and other debris. Operates tractor or truck as part of the crew as needed.
- Mowing Crew: Consists of workers bush hogging and slope mowing, tree trimming on right of ways in the city.
- Sidewalk Crew: Consists of workers maintaining city sidewalks. Serves as crew member as needed.
- Storm water maintenance Crew: Consists of workers maintaining ditches, drain inlets on city street, repairing erosion and washout areas.
- Directs activities of workers engaged in the collection and disposal of household garbage, brush, and other debris or recycling materials.
- Reviews unit's workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignment in order to plan unit activities.
- Supervises work crews and ensures that all necessary tools, equipment, and materials are provided at job sites and that work is performed in accordance with instructions and/or accepted standard practice.
- Assigns and schedules work. Issues written and oral instructions.
- Enforces safety rules and regulations to ensure safe environment for workers.
- Monitor's man-hours, material usage, and status of projects and reports information to supervisor.
- Responsible for security, inventory, and accountability for city-owned tools and equipment.
- Provides on-call duty coverage during non-working hours as per duty roster.
- Investigates and responds to Citizen complaints.
- Ability to communicate with SCDOT and Oconee County Roads and Bridges for easements and encroachments permits.
- Cleans buildings, washes windows, and empties trash cans, using brooms, cleaning supplies, and floor buffer.
- Operates motorized trucks & equipment as necessary to complete assigned work tasks.

All other duties as assigned by supervisor.

PERIPHERAL DUTIES

Is required to fill in for other departments as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent and
- (B) One (1) - Three (3) years' experience in street operations or related field, depending on crew assignment.

Special Requirements

- Valid SC Driver's License and CDL license, or ability to obtain one.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of municipal sanitation or street maintenance principles, practices, and methods.
- Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities.
- Working knowledge of the hazards and safety precautions common to heavy equipment operations.
- Working knowledge of the methods, materials and tools used in sanitation or street work.
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, City officials and the public.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors, and the public.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

TOOLS AND EQUIPMENT USED

Power Equipment: Power Saws, Portable Power Tools, Street Blower, Blowtorch, Portable Power Tools, Air Compressor, Soldering Iron, Spray Gun, Staple Gun, Stud-Driver, Sign Making Machine, Pressure Sprayers, Pressure Washers, Sledgehammer, Drills, Concrete Saw, Miscellaneous Hand Tools: Staple Gun, Wrench Sets, Hand tools, Chisels, Heavy Equipment: Heavy Trucks, Tractor Backhoe, Motor Grader, Articulate Loader, Mower. Sanitation Equipment: Roll carts, Chipping Machine, Dump Truck, Pickup Truck, Trencher Snowplows, Sand Spreaders Lawn Maintenance Equipment: Chain Saws, Weed Eaters, Pitch Forks, Picks, Shovels, Sod cutter, Rakes Pulverize, Rototiller, Pruning Shears, Dethatching Machine, Edger.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must constantly lift and/or move up to 20 pounds, must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
 - While performing the duties of this job, the employee regularly works in outside weather conditions.
 - The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
 - The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
 - The noise level in the work environment is usually loud.
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.