

Street Supervisor Job Posting

Requirements:

A Class A CDL driver's license.

Computer skills:

Email; ability to write and respond to emails.

Word; create written memos.

Excel; ability to create/work spread sheets as needed.

Facility Dude; ability learn the work order system.

General; ability to learn new programs as needed. (ie: traffic counts)

Employee time:

Manage and keep up to date the leave balances and scheduled time off for the work section.

General:

Working knowledge of all assigned equipment within 6 months of employment.

Manage daily work load, productivity and efficiency.

Any other duties or projects that may arise.

Being a small city, the supervisor will be required to assist and fill in where and when necessary. The supervisor job is supervision and oversight of all work done, but it is also a hands on and work with the employees on a daily basis.

As a city employee you will be required to interact with the city residents on a daily basis, proper respectable conduct is required.