

**JOB DESCRIPTION**  
**CITY OF BOAZ, ALABAMA**

**JOB TITLE: STREET SUPERVISOR**

**CODE: 514**

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**JOB DEFINITION**

This position involves supervision and coordination of street department maintenance activities including but not limited to municipal cemetery and downtown mall areas. Work includes unskilled janitorial work and grounds keeping of downtown mall area and the municipal cemetery. Work includes administrative duties such as maintaining necessary records for funerals, data entry into the city GIS system for cemetery plots, coordination with local funeral homes and grave diggers as well as maintaining expense records for all cost incurred on funerals and any other budget related items pertaining to the day to day operations assigned. Work will also include mechanical work and maintenance to equipment used in the day to day operations of this position. The Street Supervisor will be responsible for performing any tasks required in the overall operation of street maintenance, municipal cemetery operations, downtown mall and any other area assigned by the Assistant Street Superintendent or Street Superintendent. Work is performed under the general supervision and guidance of the Superintendent of Streets. This position is classified as non – exempt and has a six month probationary period.

**ESSENTIAL FUNCTIONS**

- Ensure the safety of assigned personnel.
- Plan, assign, supervise, review and assist the work of labor crews engaged in the following
  - Street maintenance crews
  - Cemetery maintenance and operations
  - Downtown Mall area
- Operate a variety of light and heavy equipment, including but not limited to backhoe, skid steer, Telehandler, excavator, grapple trucks, etc.
- Assist the Superintendent of Streets by making rounds to work sites throughout the city to make routine site visits to follow up on active projects within the City of Boaz.
- Prepare necessary forms for funerals and contact gravediggers for all grave openings and closings.
- Mark plots for monuments to be set using the City GIS system to identify the correct plot.
- Sell burial sites and maintain all records pertaining to those sales per the guidelines set forth by the City of Boaz.
- Supervise employees assigned to any area of responsibility given by the Superintendent of Streets.
- Perform general maintenance to all equipment used in the day to day operations of this position such as Lawn Mowers, Weed Trimmer, and other street/lawn equipment used.
- Use mowing and trimming equipment to complete assigned daily tasks.
- Maintain all flower beds, bushes, and areas of responsibility by planting, weeding, trimming those assigned areas throughout the seasons.
- Perform related work as assigned or required when not engaged in primary tasks.

## **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Considerable knowledge of the hazards of the work and the ability to work safely in the daily tasks.
- Must have the ability to operate light and heavy public works equipment.
- Must have the ability to effectively plan, assign, and supervise the work of assigned employees.
- Must have working knowledge of records maintenance in the administration of City cemetery operation.
- Must have the ability to utilize a computer to assist in understanding the layout of the city cemetery. Including but not limited to cemetery plots, tracts, blocks and lot numbers.
- Must have working knowledge of proper methods and techniques of pruning trees and shrubbery.
- Must have the ability to interact professionally with the public.
- Must have the ability to sell cemetery plots and record transactions using a computer to maintain records of those transactions.
- Must have the ability to supervise employees including administrative tasks such as monitoring time keeping, approving time off requests, and maintain records of accountability including work rule violation forms
- Must have the ability to multi-task by analyzing and assigning tasks to subordinates to insure continuous upkeep of all areas of responsibility assigned by Superintendent of Streets.
- Ability to safely and repetitively lift 20 pounds or more with occasional lifting of 50 pounds or more.

## **QUALIFICATIONS**

Any combination of experience and training involving labor supervision, public works maintenance and construction activities, general grounds keeping and light maintenance of machinery used in cutting and trimming grass and shrubs, as well as general knowledge of janitorial work. Graduate of senior high school or equivalent is preferred.

## **NECESSARY SPECIAL REQUIREMENTS**

Employee is required to possess or have the ability to acquire a Class A Alabama Driver's License within six months of being hired.

Must pass the required physical examination and drug screen after job offer.