



Assistant Street Commissioner (Asset Management)
Position Description

Department: Street

Position: Assistant Street Commissioner (Asset Management)

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-Time

Scheduling: 40 hours per week

FLSA Status: Non-exempt

Date of Announcement: December 3, 2024

Application Deadline: Until position is filled

Job Summary:

Under the direction of the Street Commissioner this position performs extensive work coordinating Right of Way permit inspections, GIS program management, facility and equipment organization, and daily project support. Ideal role for an individual with strong communication skills, and someone who enjoys working with a dedicated team focused on improving the community.

Essential Duties and Responsibilities:

The following is a list of duties that are normal for this position but not all-inclusive:

- Inspect ROW permits
- Maintain road records on GIS maps
- Train employees to properly enter data in GIS programs
- Assist with various data collection using GPS equipment
- Evaluate infrastructure conditions
- Serve as construction Liaison between City, contractors, and residents
- Maintain chemical and SDS inventory
- Perform regular audits of facility to ensure compliance, functionality, and efficiency of all systems
- Conduct routine inspections of building and grounds to ensure all items are functional, up to date, organized and clean
- Back up to the Staff Assistant, Street Commissioner, and Administrative Assistant in their absence
- Maintain various records as designated
- Performs other related essential duties as required

Minimum Training and Experience Required:

- High school diploma or GED and three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- Commercial Driver's License (CDL) required (within 60 days of hire)
- Willingness to work a flexible schedule when field operations warrant it
- Willingness to participate in continued education classes and obtain job related certifications

Minimum Physical and Mental Abilities:

- Ability to operate a variety of modern automated office machines including computer, calculator, copier, fax, telephone system, etc.
- Ability to utilize departmental equipment and tools.
- Ability to exert significant physical effort in moderate to heavy work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.

Supervisory Responsibilities:

- Ability to prioritize and assign work to employees
- Ensure employees have equipment required to safely do the job
- Ensure the department's work is completed with quality and efficiency
- Work in place of absent employees when required

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, interpret graphs and measure data

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of reference books and manuals including union contracts, paving manuals, policy manuals, maintenance manuals, maps, etc.
- Ability to prepare purchase orders, correspondence, and other job-related documents using prescribed format.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret basic civil engineering and personnel terminology and language.
- Ability to work under stressful conditions, to respond immediately to any situation, and to balance priorities; on call 24-hours per day to respond to any situation.
- Ability to maintain personal composure and tactfully manage difficult situations and interpret questions correctly to resolve recurring issues
- Ability to communicate effectively with department personnel, Street Commissioner, other City personnel, outside vendors, and the public both verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment.
- Ability to work outdoors in extreme weather conditions.

Rate of Pay:

Hourly Minimum – Hourly Midpoint Range: \$28.17– \$33.74 (paid bi-weekly)
Grade 16 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 7 a.m. thru 4 p.m. Will require evening and weekend work

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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