



Town of Merrillville
7820 Broadway
Merrillville, Indiana 46410
(219) 769-5711 • Fax (219) 756-6170

Position: Street Director
Department: Street Department
Status: Exempt, Full-Time
Salary: Up to \$80,896/Yearly

GENERAL PURPOSE: The Street Director is responsible for planning, organizing, and directing the functions of the Street Department. This includes engineering, streets, stormwater systems, facility maintenance, and the Town's recycling and compost program. This position coordinates closely with the Planning & Building Department. The Street Director reports directly to the Town Manager.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Minimum education requirement of a bachelor's degree in a relevant discipline.
- Prior managerial experience is required.
- Experience working for a municipal Street Department is preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess a valid driver's license.
- Must obtain CDL certification.
- Ability to communicate with the Town Council and Public Safety Committee, and must be able to discuss policies, plans, and budget matters effectively.
- Must have scheduling flexibility as this is not a set Monday through Friday position.
- Possession of an Employee Responsible Certification (ERC) or the ability to obtain one within a reasonable time after hire.

EMPLOYEE BENEFITS: The Town of Merrillville prides itself on being able to provide a variety of extra benefits to its employees.

- Excellent health, dental, and vision insurance plan - effective day one;
- Employer-paid life insurance policy, as well as short-term and long-term disability;
- Vacation, sick, and personal paid time off;
- Fifteen paid holidays;
- Longevity pay after 5 years of service;
- AFLAC;
- 457 Plan (Deferred Compensation) including a Roth option;
- Town vehicle;
- Participates in the State of Indiana PERF program, which provides for a hybrid annuity and defined benefit pension.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the Town's Project Manager for all Streets projects. These include road paving, street lighting, drainage, crack sealing, striping, and any other work done by outside contractors.
- Will serve as the Manager for RDC projects, such as federal aid road improvements and water line installations.
- Serve as the purchasing agent, approve all purchases, and sign all purchase order request forms.
- Prepare all bid packets, including the writing of any necessary specifications.
- Oversee the preparation of budgets, allocation of staff resources, materials, facilities, and time to ensure the efficient operation of the Streets Department.
- Perform cost control activities and monitor all fiscal operations of the department, including budgets for street activities in special funds.
- Prepare and/or coordinate the preparation of applications for grants and loans.
- Represents the Streets Department at all required Town or departmental meetings and represents the Town at meetings with any outside agency per the Town Council's request.
- Oversees departmental personnel practices and evaluates subordinates' job performance.
- Administers the CDL Drug and Alcohol Awareness Program, maintaining all proper training and certifications required by law, including the scheduling of quarterly random testing.
- Responsible for the Town's Mosquito Abatement Program and will be licensed as a Commercial Pesticide Applicator for Category 8 with the Office of the Indiana State Chemist. Also responsible for all OISC requirements for this program.
- Manages the Town's compost site and is responsible for the continued registration of this site and for all IDEM requirements.
- Responds to department inquiries or complaints from residents, regulatory agencies, and members of the business community.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- Other duties as assigned by the Town Manager or Town Council.

SPECIAL REQUIREMENTS:

- Must be able to pass a background check and a drug screening.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have dexterity of hands and fingers to operate a variety of specialized equipment.
- Properly climb a ladder and work from heights.
- Must be able to reach overhead, above the shoulder, and horizontally.

- Standing for extended periods of time.
- Bending at the waist.
- Lifting and carrying heavy objects – 50 lbs. minimum or lifting 25 lbs. overhead.
- Heavy physical labor.
- Carrying; pushing or pulling; kneeling or crouching.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Indoor and outdoor work environment; subject to seasonal, adverse weather conditions; noise from equipment operation; driving a vehicle to conduct work.
- Work areas may be in hazardous areas such as streets, rights-of-way, medians, around heavy equipment, and potentially dangerous tools.
- Occasionally involves strenuous physical labor, physical dexterity, and mechanical aptitude.

WORK HAZARDS:

- Regular exposure to fumes, dust, odors, dirt, oil/grease, gases, and chemicals.
- Adverse weather conditions.
- Working around and with machinery that has moving parts.
- Working at difficult heights.
- Working in possible traffic hazards.

An Equal Opportunity Employer

The Town of Merrillville provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender, identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training