



Kevin S. Smith, Mayor

**City of Anderson
Street Department**

550 Dale Keith Jones Road
Anderson, Indiana 46011
(765) 648-6445 Phone
(765) 648-6455 Fax
www.cityofanderson.com

Responsibilities

- Plans, assigns, and directs manpower and material resources to maintain all city streets, right-of-ways, and related areas in a clean manner and to ensure the safety of users during routine and emergency situations.
- Evaluates department equipment for maintenance, repair, or replacement. Prices and recommends equipment purchases to appropriate officials.
- Formulates, prepares, and submits department budgetary requests and administers budget upon approval, including authorizing payroll and purchases.
- Oversees and supervises the hiring, training, and discipline of department employees. Regularly evaluates employee performance and participates in union contract negotiations.
- Inspects city streets, alleys, curbs, and sidewalks for existing problems. Plans, schedules, and oversees improvement projects.
- Receives and investigates citizen complaints regarding city streets and related areas and initiates appropriate action to resolve valid complaints.
- Prepares and submits various reports of department activities and progress to appropriate local, state, and federal agencies.
- Attends City Council and Board of Public Works meetings, reporting progress on various projects, and discussing the need for additional project development.
- Maintains inventory of department equipment and supplies, prepares bid specifications for vendors, and authorizes purchases of supplies as needed.
- Prepares annual review of department activities and project status, and devises schedule of future projects.
- Performs related duties as assigned.