

RESOLUTION NO. 2026 – 108

TO ADOPT JOB DESCRIPTIONS FOR THE CITY OF CULLMAN

THEREFORE, BE IT RESOLVED by the Cullman City Council that the job descriptions are hereby amended to include the following:

- a) Approve two job descriptions for the Court Department.
- b) Approve four job descriptions for the Garage Department.
- c) Approve six job descriptions for the Right of Way Department.
- d) Approve one job description for the Sanitation Department.
- e) Approve fifteen job descriptions for the Street Department.

ADOPTED BY THE CITY COUNCIL, this the 26th day of May, 2026.

President of the City Council

ATTEST:

City Clerk

APPROVED BY THE MAYOR, this the 26th day of May, 2026.

Mayor

COUNCIL AGENDA REQUEST

Date: 05/18/2026

Department: Human Resources Name: Michelle Bates

Phone: 256-775-7125 Email: mbates@cullmanal.gov

Type of request (select all that apply):

- Alcohol License
- Budget Amendment
- Contract Approval
- Public Comment
- Special Event
- Other
- Annexation
- Change Order
- Petition
- Resolution
- Tax Abatement
- Bid Award
- Codification Change
- Proclamations
- Rezoning
- Variance

Reason for Request:

Requesting approval for 28 job descriptions:


Garage (4) Street (15)

Court (2) Sanitation (1)

Right-of-way (6)

Supporting Documentation:

Attach supporting documentation.

Signed by: Michelle Bates 

Signature: Michelle Bates
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Approval Sequence:

1. Administration – City Clerk’s Office

Verifies form is completed and proper documentation is attached.

Approved to Move Forward Rejected Return to Requestor

Comments:

Signed by: Wes Moore Date: May 18, 2026 | 4:14 PM CDT

Signature: Wes Moore
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2. Council Committee Chairperson - Kim Hall

Ensures necessity of the request.

Approved to Move Forward Rejected Return to Admin

Comments:

Signed by: Kim Hall Date: May 19, 2026 | 9:13 PM CDT

Signature: Kim Hall
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3. Council President

Approved for Council Agenda Rejected Return to Committee

Comments:

Signed by: Kim Hall Date: May 19, 2026 | 9:13 PM CDT

Signature: Kim Hall
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4. Administration – City Clerk’s Office

Added to Council Agenda Date of Meeting: 05/26/2026

Comments:

Signed by: Wes Moore Date: 05/20/2026

Signature: Wes Moore
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City of Cullman Job Description

Position Title: Utility/General Services

Department: Sanitation

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Varies by assignment

Compensation: Full-Time / Hourly

Description:

This position involves semi-skilled manual labor in support of the City of Cullman's Sanitation Department. Work includes a variety of cleaning, repair, and maintenance activities essential to the operation of the city's solid waste services.

Scope of Work:

Employees in this class perform physical tasks that require basic skills in the use of hand tools, power tools, and mechanical equipment.

- Routine tasks are completed with moderate independence
- More complex assignments are performed under the direct supervision of a foreman or a skilled worker.
- Work is subject to inspection during progress and upon completion.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Operates light trucks, automotive equipment, and related machinery.
- Operates mechanical saws and cuts trees, limbs, and brush while ensuring safety of people and property.
- May assist drivers in the collection of waste and recycling operations throughout the city and the facilities.
- Reads and uses tape measures and levels.
- Assembles and installs traffic control signs in compliance with site requirements.
- Assembles and delivers residential carts and commercial containers.
- Follows all instructions and completes tasks as directed.
- Performs any additional tasks assigned by the immediate supervisor.

Qualifications:

Education:

Graduation from a standard senior high school or a GED is required.

Must possess and maintain a valid Alabama driver's license

Experience: Experience performing semi-skilled work in facility services, cart delivery, small equipment operation, or equipment maintenance.

Physical requirements:

- Ability to safely operate and maneuver vehicles of various sizes.
- Vision sufficient to meet standard driving requirements.
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions.
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain.
- Frequent bending, stooping, lifting, and other strenuous physical activities.
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.).

Other requirements:

- Availability to work overtime, rotating shifts, and weekends/holidays as needed.
- Position is subject to random drug testing.

Knowledge, Skills, Abilities:

- Knowledge of basic janitorial practices and procedures
- Knowledge of common hand tools, power tools, and equipment used in public facility maintenance to include lawn maintenance
- Knowledge of basic preventive maintenance on assigned equipment.
- Skill working safely in and around traffic, heavy machinery, and moving equipment
- Ability to identify and follow appropriate safety practices
- Ability to perform a variety of semi-skilled tasks related to water utilities, container repair, landscaping, and similar work
- Ability to read and understand measuring devices (e.g., tape measure, level)
- Ability to follow both oral and written instructions

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Automotive Technician (Mechanic)

Department: Garage

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Superintendent

Compensation: Full-Time / Hourly

Description:

The Automotive Technician is a skilled role responsible for the maintenance, diagnostics and repair of a diverse fleet of vehicles, small engines, and any other equipment as required, including gasoline and diesel. The Automotive Technician operates under general supervision, exercising independent judgment to diagnose issues, perform repairs, and ensure equipment reliability and safety. This role supports the municipality's operational needs by maintaining vehicles, equipment, and small engines, ensuring compliance with safety standards and municipal regulations. The incumbent is responsible for accurately and responsibly recording and filing all services performed electronically.

Scope of Work:

This position requires performing skilled mechanical tasks in a municipal shop environment, focusing on the repair, maintenance, and diagnostics of a wide variety of vehicles, small engines, and other equipment. The work involves hands on trouble shooting, component repair or replacement, and the use of specialized tools and diagnostic software. Work is performed independently or collaboratively, following safety protocols and municipal standards, with tasks subject to inspection for quality and compliance during and after completion.

Detailed Work Activities:

- Performs diagnostic, maintenance and repair work on a diverse range of vehicles, equipment, small engines and any other equipment as required.
- Performs preventative maintenance tasks, including routine inspections, oil changes, filter replacements, tire rotations, and fluid checks
- Utilizes diagnostic tools and software to identify and resolve mechanical, electrical and electronic system issues
- Inspects, adjusts, and replaces components as necessary, including, but not limited to, alternators, clutches, brakes, fuel injectors, suspension systems, hoses, batteries, radiators, bearings, belts, fluids, transmissions and differentials.

- Diagnoses and corrects mechanical issues in gasoline and diesel vehicles, equipment, and small engines
- Follows oral and written directions, sketches, diagrams and technical manuals to execute repairs accurately
- Conducts road call and on-site service for inoperative vehicles and equipment, ensuring timely resolutions to maintain operational efficiency
- Occasionally picks up and delivers supplies and materials to support shop operations
- Completes shop work orders accurately and performs related administrative tasks to document repairs
- Performs duties in a shop environment, including standing for long periods, while maintaining focus and adhering to safety protocols
- Performs related duties as required

Qualifications:

- Must be at least 18 years of age
- College or Technical school degree preferred but not required
- ASE Certification preferred
- Must possess a current Alabama driver's license

Knowledge, Skills, Abilities:

- Knowledge of gasoline and diesel engine systems, including diagnostics and repair
- Knowledge of diagnostic software
- Knowledge of maintenance of a diverse fleet (police vehicles, fire apparatus, sanitation trucks, heavy equipment, small engines)
- Knowledge of tools, equipment and materials used in automotive and heavy equipment repair
- Skill in diagnosing mechanical, electrical and other issues accurately and efficiently
- Skill in reading and interpreting technical manuals and schematics
- Ability to troubleshoot complex mechanical problems and determine appropriate solutions
- Ability to adapt to a wide variety of equipment types and unexpected repair needs
- Ability to lift heavy objects, work in confined spaces, and perform physically demanding tasks
- Ability to work in varying environmental conditions (heat, cold, noise, outdoor settings)
- Ability to follow safety protocols and promote a safe work environment.
- Ability to learn new technologies and equipment as fleet systems evolve.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Diesel Technician

Department: Garage

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Superintendent

Compensation: Full-Time / Hourly

Description:

This is skilled work at an advanced journey level in the repair and maintenance of gasoline and diesel-powered trucks and heavy construction equipment.

The Diesel Technician performs skilled mechanical work in the inspection, diagnosis, maintenance and repair of vehicles and heavy equipment in the municipal fleet. Work includes the use of diagnostic tools and computerized systems to identify issues and implement effective solutions.

Scope of Work:

Work involves assignments received in the form of electronic repair orders and employees work under general supervision, using independent judgement, as to the method of repair. Work is reviewed through evaluation of progress and final inspection at the completion of jobs.

Detailed Work Activities:

- Repairs and overhauls diesel and gasoline powered motors and related operating parts on heavy trucks, power shovels, tractors, air compressors, bulldozers, graders, sweepers, rollers, spreaders, and other construction equipment.
- Inspects, adjusts, and replaces necessary units and parts, valves, pistons, piston rings, bearing assemblies, cooling, ignition and fuel system parts
- Repairs and overhauls transmissions, clutches, differentials, front and rear end assemblies; repairs hydraulic systems, brake systems, and suspension parts on construction equipment
- Performs work requiring the use of electric arc and acetylene welding equipment
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team

Qualifications:

- Must be at least 18 years of age
- College or Technical school degree preferred but not required
- Must possess a current Alabama driver's license
- ASE (Automotive Service Excellence) Certification or EVT (Emergency Vehicle Tech) Certification is preferred.

Knowledge, Skills, Abilities:

- Knowledge of gasoline and diesel engine systems, including diagnostics and repair
- Considerable knowledge of the operating principles of gasoline and diesel engines
- Knowledge of diagnostic software
- Knowledge of maintenance of a diverse fleet (police vehicles, fire apparatus, sanitation trucks, heavy equipment, small engines)
- Knowledge of tools, equipment and materials used in automotive and heavy equipment repair
- Skill in diagnosing mechanical, electrical and other issues accurately and efficiently
- Skill in reading and interpreting technical manuals and schematics
- Skill in the use and operation of tools and machinery
- Ability to troubleshoot complex mechanical problems and determine appropriate solutions
- Ability to adapt to a wide variety of equipment types and unexpected repair needs
- Ability to lift heavy objects, work in confined spaces, crawl under heavy equipment and perform physically demanding tasks
- Ability to work in varying environmental conditions (heat, cold, noise, outdoor settings)
- Ability to follow safety protocols and promote a safe work environment.
- Ability to learn new technologies and equipment as fleet systems evolve.

Working Environment:

Work is performed both inside and outside, mostly in a repair shop environment. Employees in this class are exposed to extreme temperatures, adverse weather conditions, and high noise levels. Employees may also be exposed to hazards associated with chemicals, exhaust, gas, diesel fumes and dust. Protective equipment is required such as safety glasses, ear plugs, gloves, shoes, uniforms, welding helmet, cutting goggles, and breathing masks.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Office Manager

Department: Garage

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Reports to: Superintendent

Compensation: Full-Time / Hourly

Description:

Employees in this class perform responsible supervisory clerical work or varied work of a complex and responsible nature. Employees exercise considerable independent judgement based on knowledge gained through experience. Instructions are received from the Superintendent on matters of policy and new assignments usually consist only of statements of desired objectives, but work problems involving departure from standard policies are reviewed with superiors for final decisions.

Detailed Work Activities:

- Plans, assigns and reviews work of a medium sized group of repair technicians
- Explains departmental policies and regulations to other employees and the general public
- Investigates and resolves complaints
- Composes correspondence relating to departmental operations
- Assists the Superintendent in handling administrative matters
- Operates standard office equipment
- Responsible for obtaining purchase orders, ordering parts, and proper billing of parts and labor
- Maintains and monitors inventory listings for parts and materials
- Maintains various records and reports pertaining to departmental activities
- Monitors City assets for maintenance due
- Sorts, distributes and files incoming mail
- Performs related work as required

Qualifications:

- Must be at least 18 years of age
- Must possess a current Alabama driver's license
- Graduation from a standard high school or GED

- Automotive knowledge is required

Knowledge, Skills, Abilities:

- Considerable knowledge of policies and procedures related to automotive work
- Considerable knowledge of modern office practices
- Effective communication skills
- Skill in operation of computers and related software
- Ability to keep complex clerical records and perform complex mathematical computations
- Must have mechanical knowledge of equipment, automotive and diesel trucks

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Garage Superintendent

Department: Garage

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Reports to: Mayor with strategic support from the City Council

Compensation: Full-Time / Salary

Description:

The Garage Superintendent plans, organizes, and oversees the operation of municipal fleet maintenance. This position is responsible for ensuring the safe, efficient, and cost-effective maintenance and repair of all city-owned vehicles and equipment, including police, fire, sanitation and public works assets. The Superintendent provides leadership to shop personnel, manages the fleet maintenance programs, and ensures compliance with applicable safety, environmental and regulatory standards.

Detailed Work Activities:

- Supervises, assigns, and evaluates the work of mechanics, technicians and support staff
- Develops and implements preventative maintenance programs to maximize fleet reliability and lifespan
- Oversees diagnostics, repair, and maintenance of gasoline and diesel vehicles and heavy equipment
- Establishes work priorities and schedules to meet operational and emergency service needs
- Establishes performance standards and ensures accountability
- Coordinates with other City departments in emergency response situations
- Coordinates procurement of repair services in accordance with municipal purchasing policies
- Monitors and controls budget expenditures and ensures cost-effective use of materials, equipment and labor for fleet maintenance operations
- Prepares annual budget recommendations
- Maintains accurate records of maintenance, repairs, and equipment usage
- Ensures compliance with workspace safety standards, environmental regulations and applicable laws
- Investigates accidents, equipment failures, and safety incidents and implements corrective action

- Evaluates fleet performance and recommends replacement schedules and capital improvements
- Coordinates with department heads to ensure vehicles and equipment meet operational needs
- Oversees vendor relationships and contracted repair services
- May perform or assist with complex mechanical repairs as needed
- Recommends the hire, termination, promotion and discipline of employees under their supervision
- Reviews job applications and conducts interviews
- Performs payroll functions for the department
- May be required to attend City Council meetings or work sessions
- Provides monthly updates to City Council Chair
- Represents the department in related public forums
- Supports city-wide initiatives and projects
- Fosters a culture of accountability, teamwork and service excellence

Qualifications:

- High school diploma or GED
- 5-7 years of progressively responsible experience in fleet maintenance, including supervisory experience
- ASE certifications preferred
- Valid Alabama driver's license

Knowledge, Skills, Abilities:

Knowledge of:

- Fleet management principles, including preventative maintenance and life cycle planning
- Gasoline and diesel engine systems, hydraulics and electrical systems
- Shop operations, tools, and equipment used in vehicle and heavy equipment repair
- Budgeting, procurement, and inventory control policies
- Applicable safety standards
- Supervisory principles and employee performance management

Skills:

- Strong leadership and team management skills
- Advanced diagnostic and mechanical troubleshooting skills
- Organizational and time management skills
- Effective written and verbal communication skills
- Record keeping and data management
- Vendor negotiation and contract oversight

Abilities:

- Ability to plan, direct, and evaluate fleet maintenance operations
- Ability to prioritize multiple projects and respond to emergencies
- Ability to enforce safety standards and promote a safe work environment
- Ability to analyze data and make informed operational decisions
- Ability to work collaboratively across departments
- Ability to adapt to changing technologies and operational demands

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Municipal Court Clerk

Department: Municipal Court

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Municipal Judge

Compensation: Full-Time / Salaried

Description:

This is a supervisory position in which the employee is the chief administrative officer of the court. Employees in this position are required to take and sign an oath of office.

Scope of Work:

Employees in this category serve in connection with administrative adjudication of ordinance violations, the handling of uniform traffic tickets and complaints, the issuance of arrest warrants and other powers provided by law. The Court Clerk is responsible for planning, organizing, and directing all functions of the Municipal Court. The Court Clerk performs work of a highly confidential and responsible nature. The employee in this job class is required to develop, interpret and execute policies, mandates and operational plans, as part of a comprehensive court system to effectively and efficiently support the implementation of court rules, judicial rulings and/or orders. The Court Clerk provides supervision to municipal court staff and works under the general supervision of the Municipal Court Judge for legal court matters and/or the Mayor.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Supervises staff by assigning and distributing work, directing Magistrates in their job duties, monitoring progress of work, and providing feedback and/or training.
- Establishes staff performance standards and ensures accountability
- Prepares, monitors, and administers departmental or organizational budget by reviewing spending trends, expenditure reports, analyzing financial data, and ensuring expenditures are within annual budgetary limits.
- Assists various stakeholders (e.g., employees, governmental agencies, the general public) by communicating information (e.g., reports), serving as liaison or representative, and collaborating to address service requests.
- Manages departmental accounts receivable by generating and processing invoices and payments to direct, collect, and track payments and amounts owed.

- Conducts law research using databases, publications, websites, and various forms of information (e.g., AlaCourt, AlaCop, Spillman, Blue 360, Lexis Nexis) in order to ensure compliance with state and federal law and to verify information for accuracy.
- Monitors court compliance with policies, procedures, and guidelines set forth by governing entities to ensure that the court's activities are performed per the policies and procedures to identify compliance risk issues in their day-to-day operations and functions.
- Performs Municipal Chief Magistrate duties by communicating information related to court activities and making and processing judicial decisions to provide a review of complaints of criminal conduct brought by law enforcement or the general public.
- Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.
- Develops and implements policies and procedures for various auxiliary programs (e.g., Defensive Driving, Behavior Modifications) to support the court operations and adjudication of matters before the court.
- May be required to attend and present departmental updates at City Council meetings and work sessions
- Will provide monthly updates to City Council Chair
- Recommends the selection, retention, transfer, promotion, and separation of employees within the department
- Ensures employees in the department are knowledgeable of the provisions of the City of Cullman employee handbook
- Carries out the duties and responsibilities assigned to department heads in the employee handbook

Qualifications:

Education: Must have a degree in criminal justice or related field or four years' experience in law enforcement or legal field, or be a court clerk, or certified magistrate with four years' experience. If the employee has not completed a certification program approved by the Alabama Administrative Office of Courts, he/she must enroll in the certification program within six months of appointment and must successfully complete the program.

Experience: Experience supervising subordinate employees to include conducting performance appraisals and administering disciplinary actions. Experience overseeing municipal court financial processes, including managing a budget, cash receipts, and collections. Experience overseeing municipal court legal proceedings (e.g., adjudication of court cases, managing legal risks, and overseeing the law enforcement criminal process).

Knowledge, Skills, Abilities:

- Knowledge of Municipal Court systems and proceedings (e.g., City and local ordinances, amendments, proceedings, etc.) is required.
- Must be able to communicate effectively and diplomatically with other criminal justice officials, defense attorneys, and the general public.

OTHER REQUIREMENTS

- Maintain a valid Alabama driver’s license.
- Must be, and remain, neutral and detached from all law enforcement activities.
- Must attend court sessions which may extend past regular office hours.
- May be required to come in on off-time as needed to conduct official court business

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Court Magistrate

Department: Municipal Court

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Reports to: Court Clerk

Compensation: Full-Time / Hourly

Description:

This is a position that involves the administrative adjudication of ordinance violations and other matters provided by law. Employees in this position are required to take and sign an oath of office.

Scope of Work:

Magistrates act as a liaison between the municipal court and the public. Magistrates are responsible for receiving, recording, and responding to citizen complaints and questions; preparing for court trials or hearings by gathering and reviewing necessary documentation; conducting court trials and hearings; and assisting the Court Clerk and Judge during court proceedings by providing and recording information. Magistrates are considered the chief officers of the municipal court administrative agency and are required to have or obtain a Magistrate certification approved by the Alabama Administrative Office of Courts (AOC). Work is performed primarily in a courtroom or office setting. Work is reviewed by the Court Clerk and by the presiding judge for conformity with legal procedures and points of law.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Oversees alternative sentencing programs (e.g., Pre-Trial Diversion, Cullman Court Referral, Defensive Driving Course, etc.) by collaborating with local businesses and educational institutions in order to determine the structure, leadership responsibility, and goals of the program(s) to reduce recidivism and substance abuse, increase community, and restore defendant to productive citizenship.
- Processes cases after court or hearing by entering information and documents into the case management software (i.e., electronic filing) and attaching physical case documents with the hard copies of the case in order to ensure cases heard by the judge are updated, rulings are recorded, and any fees paid are documented.
- Acts as a liaison between the municipal court and the public by receiving, recording, and

responding to citizens' complaints, requests, and questions either by phone or in person by providing general information on court cases (e.g., court dates, fees, and fines), retrieving and reviewing case files and other records, assisting individuals with completing required forms, or taking payments for court fees and fines in order to provide adequate services to and meet the needs of the public.

- Assists the judge during court proceedings by recording rulings, managing physical and electronic copies of case information, and providing information and assistance to defendants to ensure that applicable laws, rulings, and procedures are followed.
- Conducts hearings and prepares for trial by evaluating complaints, recording and reviewing witness testimony, reviewing police reports, and reading depositions to determine probable cause, issue arrest warrants, and set bail.
- Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.

Qualifications:

Education:

- Graduation from a standard high school or GED is required.
- Must have successfully completed the Alabama Municipal Court Clerk and Magistrate certification (AAOC certification) OR have the ability to enroll in a magistrates' orientation and certification program approved by the Alabama Administrative Office of Courts (AAOC) within six (6) months of hire and must complete the certification program as set by the Administrative Director of Courts and the Administrative Office of Courts.

Experience:

- Successful work history in a clerical or administrative court function is mandatory.
- Experience working within a courtroom setting is preferred.

Knowledge, Skills, Abilities:

- Knowledge of applicable federal, state, and city regulations, laws, policies, and procedures governing operation of a municipal jail
- Knowledge of Code of Alabama, Title 13A (Criminal Code)
- Knowledge of Code of Alabama, Title 30 (Marital and Domestic Relations)
- Knowledge of Municipal Court systems and proceedings (e.g., City and local ordinances, amendments, proceedings, etc.)
- Must be able to write clearly and concisely
- Must be able to communicate effectively and diplomatically with the general public on sensitive issues
- Must possess above average clerical capabilities

OTHER REQUIREMENTS

- Maintain a valid Alabama driver’s license
- Must be, and remain, neutral and detached from all law enforcement activities.
- Must attend court sessions which may extend past regular office hours.
- May be required to come in on off-time as needed to conduct official court business.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Assistant Superintendent

Department: Right of Way

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Superintendent

Compensation: Full-Time / Salary

Description:

This is a supervisory position that is assigned to a small working crew to perform various right of way assignments. Work will include physical tasks requiring acquired skills in the use of hand or power tools, or the operation of mechanical or related equipment. Instructions are usually received orally and performed with considerable independence. Work is subject to inspection during its progress and upon completion. Employees in this role are responsible for completing tasks assigned by superiors while overseeing a small working crew to ensure that the tasks are completed safely, correctly and efficiently. Must have mastered skills for safe operation of heavy equipment in the area of assignment. Employees receive general instructions from the Superintendent.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Assists the Department Head in the daily management and strategic direction of the Right of Way Department
- Supervises and provides leadership to multiple right-of-way crews, foremen, operators, and support staff
- Oversees planning and scheduling of right-of-way clearing, brushing, mulching, maintenance, and reclamation projects
- Ensures all operations comply with company safety policies, client specifications, and federal, state, and local regulations
- Monitors project budgets, costs, productivity, and resource allocation
- Conducts regular field visits to evaluate crew performance, safety practices, and quality of work
- Assists with client communications, project bidding, and contract compliance
- Helps develop and implement department goals, policies, procedures, and best practices
- Manages equipment utilization, maintenance programs, and inventory needs
- Reviews and approves daily reports, time sheets, safety documentation, and production records

- Identifies opportunities for process improvement, cost savings, and operational efficiency
- Participates in hiring, training, performance evaluations, and disciplinary processes
- Responds to emergency situations and resolve on-site issues as needed
- Represents the department professionally with clients, landowners, regulators, and internal stakeholders
- Leads, supervises, and motivates a crew of right-of-way personnel (equipment operators, laborers, and support staff)
- Plans and coordinates daily work activities, assign tasks, and ensure jobs are completed safely and on schedule
- Conducts daily tailgate safety meetings, job hazard analyses, and equipment inspections
- Monitors crew productivity, quality of work, and adherence to project specifications
- Maintains accurate daily reports, production logs, and safety documentation
- Communicates effectively with supervisors, clients, landowners, and crew members
- Identifies and resolves on-site issues, encroachments, or safety concerns promptly
- Trains and mentors crew members on safe equipment operation, procedures, and best practices
- Enforces company policies and take corrective action when necessary
- Performs related work as required
- Any other task deemed necessary by the immediate supervisor

Qualifications:

Education:

Graduation from a standard senior high school or a GED is required.

Must possess and maintain a valid Alabama driver’s license

Experience: Experience in skilled work in building or mechanical trades or equipment maintenance and operation.

Physical requirements:

- Ability to safely operate and maneuver vehicles of various sizes
- Vision sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to work in close and enclosed spaces
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)

Other requirements:

- Mandatory to work overtime and/or alternating shifts, including weekends, as required
- Valid driver’s license required (CDL Class A or B strongly preferred)
- Minimum 7–10 years of progressive experience in right-of-way operations, vegetation

management, or land services

- At least 3–5 years of supervisory or management experience (foreman or higher level)
- Strong knowledge of right-of-way maintenance practices, heavy equipment operations, and vegetation control methods
- Proven ability to lead teams, manage multiple projects, and deliver results in a fast-paced environment
- Excellent leadership, communication, and interpersonal skills
- Experience with project budgeting, scheduling, and cost control
- Thorough understanding of safety regulations and environmental compliance
- Proficiency with Microsoft Office (Word, Excel, Outlook)
- Ability to work outdoors in varying weather conditions and lift up to 50 lbs. when necessary
- Strong knowledge of heavy equipment operations (skid steer, mulcher, tractor, chipper, etc.)

Knowledge, Skills, Abilities:

- Knowledge of basic construction practices and procedures.
- Knowledge of supervising a crew of team members.
- Knowledge of common hand and power tools.
- Knowledge of machinery, equipment, and tools necessary for the maintenance of public utilities.
- Knowledge of basic preventive maintenance on assigned equipment.
- Skill in operating and working around traffic and moving equipment.
- Skill in following safety practices and recognizing safety hazards.
- Ability to perform a variety of semi-skilled tasks in standard trades.
- Ability to perform tasks such as, but not limited to bush hogging, light excavation, spraying, weed eating/edging, mowing, landscaping, operating a chainsaw, etc.
- Ability to follow oral and written instructions

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Crew Foreman

Department: Right of Way

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Assistant Department Head

Compensation: Full-Time / Hourly

Description:

This is a supervisory position that is assigned to a small working crew to perform various right-of-way assignments. Work will include physical tasks requiring acquired skills in the use of hand or power tools, or the operation of mechanical or related equipment. Instructions are usually received orally and performed with considerable independence. Work is subject to inspection during its progress and upon completion. Employees in this class are responsible for completing tasks assigned by superiors while overseeing a small working crew to ensure that the tasks are completed safely, correctly and efficiently. Must have mastered skills for safe operation of heavy equipment in the area of assignment. Employees receive general instructions from a supervisor.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Leads, supervises, and motivates a crew of right-of-way personnel (equipment operators, laborers, and support staff)
- Plans and coordinates daily work activities, assigns tasks, and ensures jobs are completed safely and on schedule
- Oversees right-of-way clearing, brushing, mulching, tree trimming, debris removal, and erosion control operations
- Ensures all crew members follow strict safety protocols, including proper use of PPE and equipment
- Conducts daily tailgate safety meetings, job hazard analyses, and equipment inspections
- Monitors crew productivity, quality of work, and adherence to project specifications
- Operates or assists with heavy equipment (skid steers, mulchers, tractors, chippers, etc.) as needed
- Maintains accurate daily reports, production logs, and safety documentation
- Communicates effectively with supervisors, clients, landowners, and crew members
- Identifies and resolves on-site issues, encroachments, or safety concerns promptly

- Trains and mentors crew members on safe equipment operation, procedures, and best practices.
- Performs minor equipment maintenance and ensures tools/equipment are properly cared for
- Enforces company policies and takes corrective action when necessary
- Represents the City professionally while working on client property or public rights-of-way
- Performs general labor tasks related to right-of-way clearing and maintenance
- Cuts, trims, and removes trees, brush, and vegetation using chainsaws, mowers, weed eaters, and other equipment
- Clears debris, limbs, and obstacles from rights-of-way
- Assists with erosion control, seeding, and mulching as needed
- Installs and maintains right-of-way signs, fences, and markers
- Supports pipeline, utility, or road right-of-way patrol and inspection activities.
- Performs manual labor including shoveling, raking, lifting, and carrying materials
- Maintains tools and equipment in clean, safe, and working condition
- Follows all company safety policies, procedures, and regulatory requirements
- Safely operates heavy equipment including skid steers, tractors, brush cutters, mulchers, mowers, chippers, excavators, and hydro-axes
- Performs right-of-way clearing, vegetation control, brushing, and mulching operations
- Maintains and improves access roads, pads, and work areas within the right-of-way
- Assists with erosion control, seeding, and reclamation activities
- Loads, unloads, and transports equipment to and from job sites
- Performs daily pre-trip and post-trip equipment inspections and routine maintenance
- Follows all City, client, and regulatory safety standards and procedures
- Works effectively as part of a crew to complete projects on time and within scope
- Identifies and reports any encroachments, hazards, or maintenance needs
- Maintains a clean work site and properly disposes of vegetation and debris
- Operates equipment in various terrains and weather conditions
- Reports any property damage, encroachments, or safety concerns to the supervisor
- Performs related work as required
- Any other task deemed necessary by the immediate supervisor

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license
- Experience in skilled work in building or mechanical trades or equipment maintenance and operation

Physical Requirements:

- Ability to maneuver various sized vehicles and equipment
- Eyesight sufficient to pass a standard driving test

- Physical strength and endurance to perform heavy manual labor, sometimes in adverse weather conditions
- Ability to walk on even or rough terrain, rocky or sandy soil, in wet or slippery conditions
- Ability to work in close and enclosed areas
- Bending, stooping, and heavy lifting are required in this position
- Ability to handle moderate to extreme weather conditions (temperatures, heat, rain, cold, etc.)

Other Requirements:

- Mandatory to work overtime and/or alternating shifts, including weekends, as required
- Valid driver's license required (CDL Class A or B strongly preferred).
- Minimum 5 years of progressive experience in right-of-way maintenance, vegetation management, or land clearing
- At least 2–3 years of proven leadership or foreman experience leading a crew
- Strong knowledge of heavy equipment operation (skid steer, mulcher, tractor, chipper, etc.)
- Excellent safety leadership skills with a proven track record of incident-free operations
- Ability to read and interpret maps, GPS coordinates, and right-of-way drawings
- Strong verbal and written communication skills
- Ability to work independently and make sound decisions under pressure
- Physically capable of performing hands-on work and working outdoors in all weather conditions
- Strong understanding of equipment safety, maintenance, and daily inspections
- Position subject to random drug testing

Knowledge, Skills, Abilities:

- Knowledge of basic construction practices and procedures
- Knowledge of supervising a crew of team members
- Knowledge of common hand and power tools
- Knowledge of machinery, equipment, and tools necessary for the maintenance of public utilities
- Knowledge of basic preventive maintenance on assigned equipment
- Skill in operating and working around traffic and moving equipment
- Skill in following safety practices and recognizing safety hazards
- Ability to perform a variety of semi-skilled tasks in standard trades
- Ability to perform tasks such as, but not limited to bush hogging, light excavation, spraying, weed eating/edging, mowing, landscaping, operating a chainsaw, etc.
- Ability to follow oral and written instructions

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Equipment Operator I

Department: Right of Way

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Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Employees in this class perform physical tasks requiring some acquired skills in the use of hand or power tools, or the operation of mechanical or related equipment. Instructions are usually received orally and routine tasks are performed with considerable independence, but more difficult work is performed under the direct supervision of a foreman or a skilled workman. Work is subject to inspection during its progression and upon completion.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Performs general labor tasks related to right-of-way clearing and maintenance
- Cuts, trims, and removes trees, brush, and vegetation using chainsaws, mowers, weed eaters, and other equipment
- Clears debris, limbs, and obstacles from rights-of-way
- Assists with erosion control, seeding, and mulching as needed
- Installs and maintains right-of-way signs, fences, and markers
- Supports pipeline, utility, or road right-of-way patrol and inspection activities.
- Performs manual labor including shoveling, raking, lifting, and carrying materials
- Maintains tools and equipment in clean, safe, and working condition
- Follows all company safety policies, procedures, and regulatory requirements
- Works as part of a crew to complete projects efficiently and on schedule
- Safely operates heavy equipment including skid steers, tractors, brush cutters, mulchers, mowers, chippers, excavators, and hydro-axes
- Performs right-of-way clearing, vegetation control, brushing, and mulching operations
- Maintains and improves access roads, pads, and work areas within the right-of-way
- Cuts, trims, and removes trees and heavy brush using mechanized equipment
- Assists with erosion control, seeding, and reclamation activities
- Loads, unloads, and transports equipment to and from job sites
- Performs daily pre-trip and post-trip equipment inspections and routine maintenance

- Follows all City, client, and regulatory safety standards and procedures
- Works effectively as part of a crew to complete projects on time and within scope
- Identifies and reports any encroachments, hazards, or maintenance needs
- Maintains a clean work site and properly dispose of vegetation and debris
- Operates equipment in various terrains and weather conditions
- Reports any property damage, encroachments, or safety concerns to the supervisor
- Performs related work as required
- Any other task deemed necessary by the immediate supervisor

Qualifications:

Education:

Graduation from a standard senior high school or a GED is required.

Must possess and maintain a valid Alabama driver's license

Experience: Experience in semi-skilled work in building or mechanical trades or equipment maintenance and operation.

Physical requirements:

- Ability to safely operate and maneuver vehicles of various sizes
- Vision sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)

Other requirements:

- Mandatory to work overtime and/or alternating shifts, including weekends, as required
- Maintain a valid Alabama driver's license to drive CC vehicles
- Valid driver's license required (CDL Class A or B strongly preferred)
- Minimum 2–3 years of verifiable experience operating heavy equipment in right-of-way, land clearing, forestry, or construction
- Proficient in operating skid steers, tractors with brush hog/mulcher attachments, chippers, and related vegetation management equipment
- Ability to read and understand maps, GPS, and right-of-way boundaries
- Strong understanding of equipment safety, maintenance, and daily inspections
- Position subject to random drug testing

Knowledge, Skills, Abilities:

- Knowledge of basic construction practices and procedures

- Knowledge of common hand and power tools
- Knowledge of machinery, equipment, and tools necessary for the maintenance of public utilities
- Knowledge of basic preventive maintenance on assigned equipment
- Skill in operating and working around traffic and moving equipment
- Skill in following safety practices and recognizing safety hazards
- Ability to perform a variety of semi-skilled tasks in standard trades
- Ability to perform tasks such as, but not limited to: bushhogging, light excavation, spraying, weed eating/edging, mowing, landscaping, operating a chainsaw, etc.
- Ability to follow oral and written instructions

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Mechanic

Department: Right of Way

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Assistant Superintendent

Compensation: Full-Time / Hourly

Description:

Employees in this class perform physical tasks requiring some acquired skills in the use of hand or power tools, or the operation of mechanical or related equipment. Instructions are usually received orally and routine tasks are performed with considerable independence, but more difficult work is performed under the direct supervision of a foreman or a skilled workman. Work is subject to inspection during its progress and upon completion.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Diagnoses, repairs, and performs preventive maintenance on right-of-way equipment (mowers, tractors, skid steers, chippers, grinders, chainsaws, weed eaters, etc.)
- Services and repairs diesel and gasoline engines, hydraulic systems, electrical systems, and drivetrains
- Performs scheduled maintenance, oil changes, filter replacements, and tune-ups
- Troubleshoots mechanical, electrical, and hydraulic issues both in the shop and in the field
- Welds and fabricates parts as needed for equipment repairs
- Maintains accurate records of all repairs, parts used, and maintenance performed
- Ensures all equipment meets safety standards and regulatory requirements
- Assists with equipment transport and setup on job sites when necessary
- Orders parts and manages inventory for commonly used components
- Trains and supports right-of-way crew members on proper equipment operation and basic maintenance
- Responds to emergency equipment breakdowns in the field
- Maintains a clean, safe, and organized shop environment
- Adheres to all company safety policies and environmental regulations
- Performs general labor tasks related to right-of-way clearing and maintenance
- Cuts, trims, and removes trees, brush, and vegetation using chainsaws, mowers, weed eaters, and other equipment
- Clears debris, limbs, and obstacles from rights-of-way

- Assists with erosion control, seeding, and mulching as needed
- Installs and maintains right-of-way signs, fences, and markers
- Supports pipeline, utility, or road right-of-way patrol and inspection activities
- Operates light to medium-duty equipment (skid steer, tractor, chipper, etc.) safely
- Performs manual labor including shoveling, raking, lifting, and carrying materials.
- Maintains tools and equipment in clean, safe, and working conditions
- Follows all company safety policies, procedures, and regulatory requirements
- Works as part of a crew to complete projects efficiently and on schedule
- Reports any property damage, encroachments, or safety concerns to the supervisor.
- Performs related work as required
- Any other task deemed necessary by the immediate supervisor

Qualifications:

Education:

Graduation from a standard senior high school or a GED is required.

Must possess and maintain a valid Alabama driver's license

Experience: Experience in semi-skilled work in building or mechanical trades or equipment maintenance and operation. Including but not limited to prior mechanic experience.

Physical requirements:

- Ability to safely operate and maneuver vehicles of various sizes
- Vision sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)

Other requirements:

- Mandatory to work overtime and/or alternating shifts, including weekends, as required
- Maintain a valid Alabama driver's license to drive CC vehicles
- Maintain a CDL to move trailers and operate equipment
- Position subject to random drug testing

Knowledge, Skills, Abilities:

- Knowledge of basic construction practices and procedures.
- Knowledge of common hand and power tools
- Knowledge of machinery, equipment, and tools necessary for the maintenance of public utilities
- Knowledge of basic preventive maintenance on assigned equipment

- Skill in operating and working around traffic and moving equipment
- Skill in following safety practices and recognizing safety hazards
- Ability to perform a variety of semi-skilled tasks in standard trade
- Ability to perform tasks such as, but not limited to: bush hogging, light excavation, spraying, weed eating/edging, mowing, landscaping, operating a chainsaw, etc.
- Ability to follow oral and written instructions
- Ability to maintain, repair, and service a variety of equipment used in right-of-way operations, including mowers, tractors, chainsaws, skid steers, chippers, brush cutters, trucks, and other specialized vegetation management and land clearing tools
- Must have a CDL for pulling trailers
- Must be able to repair gasoline and diesel engines including small engines
- Must be able to change tires
- Must be able to troubleshoot for mechanical problems
- Must be able to properly wire safety lights

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Superintendent

Department: Right of Way

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Mayor, with strategic input from the City Council

Compensation: Full-Time / Salary

Description:

This is a senior leadership position responsible for the overall strategic direction, management, and performance of the Right of Way Department. This role oversees all right-of-way clearing, vegetation management, maintenance, and land services operations for pipelines, electric utilities, highways, fiber optics, or other infrastructure corridors. The Department Head ensures safe, efficient, and cost-effective delivery of services while driving operational excellence, client satisfaction, and departmental growth.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Provides overall leadership, vision, and strategic planning for the Right of Way Department
- Oversees multiple crews, foremen, Assistant Department Head, equipment operators, mechanics, and general workers
- Develops and manages the department's annual budget, cost control, and financial performance
- Ensures all operations meet or exceed company safety standards, client requirements, and regulatory compliance
- Builds and maintains strong relationships with clients, landowners, regulatory agencies, and internal stakeholders
- Plans, schedules, and coordinates large-scale right-of-way projects including clearing, brushing, mulching, reclamation, and ongoing maintenance
- Monitors key performance indicators such as productivity, safety metrics, quality, and profitability
- Leads hiring, training, performance management, and development of department personnel
- Oversees equipment fleet utilization, maintenance programs, and capital investment decisions
- Approves major purchases, contracts, and vendor relationships
- Identifies opportunities for business development, process improvement, and operational

efficiency

- Conducts regular field audits and site visits to evaluate performance and safety practices
- Prepares and presents departmental reports, forecasts, and updates to senior management
- Fosters a strong safety culture and continuous improvement environment
- Serves as the primary point of contact for escalated client or project issues
- Identifies and resolves on-site issues, encroachments, or safety concerns promptly
- Trains and mentors crew members on safe equipment operation, procedures, and best practices
- Coordinates with other City departments during emergency response related to weather events and other emergencies
- Monitors expenditures and ensures cost-effective use of materials, equipment and labor
- Ensures efficient and transparent use of public resources
- Assists in multi-year capital improvement forecasting
- May be required to attend and present departmental updates at City Council meetings and work sessions
- Provides monthly updates to the City Council Chair
- Supports citywide initiatives
- Enforces company policies and takes corrective action when necessary
- Performs related work as required

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license
- Experience in skilled work in building or mechanical trades or equipment maintenance and operation

Physical Requirements:

- Ability to maneuver various sized vehicles and equipment
- Eyesight sufficient to pass a standard driving test
- Physical strength and endurance to perform heavy manual labor, sometimes in adverse weather conditions
- Able to walk on even or rough terrain, rocky or sandy soil, in wet or slippery conditions
- Ability to work in close and enclosed areas
- Bending, stooping, and heavy lifting are required in this position
- Ability to handle moderate to extreme weather conditions (temperatures, heat, rain, cold, etc.)

Other Requirements:

- Mandatory to work overtime and/or alternating shifts, including weekends, as required
- Valid driver's license (CDL preferred); willingness to travel as needed
- Minimum 10+ years of progressive experience in right-of-way operations, vegetation management, or land clearing services

- At least 5–7 years of proven leadership experience at a managerial or department head level
- Strong background in managing large crews, heavy equipment fleets, and multi-project operations
- Demonstrated success in safety leadership with excellent incident and injury rate performance
- Experience with project budgeting, financial management, and P&L responsibility
- Excellent client relationship and negotiation skills
- Thorough knowledge of industry regulations, permitting processes, and environmental compliance
- Proficiency in Microsoft Office Suite and project management software
- Strong analytical, problem-solving, and decision-making skills
- Ability to work in both office and field environments
- Ability to work outdoors in varying weather conditions and lift up to 50 lbs. when necessary
- Strong knowledge of heavy equipment operations (skid steer, mulcher, tractor, chipper, etc.).
- Ability to read and interpret maps, GPS coordinates, and right-of-way drawings
- Strong verbal and written communication skills
- Ability to work independently and make sound decisions under pressure
- Physically capable of performing hands-on work and working outdoors in all weather conditions
- Strong understanding of equipment safety, maintenance, and daily inspections
- Position subject to random drug testing

Knowledge, Skills, and Abilities:

- Knowledge of basic construction practices and procedures
- Knowledge of supervising a department of employees
- Knowledge of common hand and power tools
- Knowledge of machinery, equipment, and tools necessary for the maintenance of public utilities
- Knowledge of basic preventive maintenance on assigned equipment
- Skill in operating and working around traffic and moving equipment
- Skill in following safety practices and recognizing safety hazards.
- Ability to perform a variety of semi-skilled tasks in standard trades
- Ability to perform tasks such as, but not limited to: bushhogging, light excavation, spraying, weed eating/edging, mowing, landscaping, operating a chainsaw, etc.

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Utility/General Services

Department: Right of Way

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

This is semi-skilled manual labor in connection with various construction and maintenance activities of the Right-of-Way Department.

Employees in this class perform physical tasks requiring some acquired skills in the use of hand or power tools, or the operation of mechanical or related equipment. Instructions are usually received orally and routine tasks are performed with considerable independence, but more difficult work is performed under the direct supervision of a foreman or a skilled workman. Work is subject to inspection during its progress and upon completion.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Performs general labor tasks related to right-of-way clearing and maintenance
- Cuts, trims, and removes trees, brush, and vegetation using chainsaws, mowers, weed eaters, and other equipment
- Clears debris, limbs, and obstacles from rights-of-way
- Assists with erosion control, seeding, and mulching as needed
- Installs and maintains right-of-way signs, fences, and markers
- Supports pipeline, utility, or road right-of-way patrol and inspection activities
- Operates light to medium-duty equipment (skid steer, tractor, chipper, etc.) safely
- Performs manual labor including shoveling, raking, lifting, and carrying materials
- Maintains tools and equipment in clean, safe, and working condition
- Follows all company safety policies, procedures, and regulatory requirements
- Works as part of a crew to complete projects efficiently and on schedule
- Reports any property damage, encroachments, or safety concerns to the supervisor
- Performs related work as required
- Any other task deemed necessary by the immediate supervisor

Qualifications:

Education:

Graduation from a standard senior high school or a GED is required.

Must possess and maintain a valid Alabama driver's license

Experience: Experience in semi-skilled work in building or mechanical trades or equipment maintenance and operation.

Physical requirements:

- Ability to safely operate and maneuver vehicles of various sizes
- Vision sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)

Other requirements:

- Mandatory to work overtime and/or alternating shifts, including weekends, as required
- Position subject to random drug testing

Knowledge, Skills, Abilities:

- Knowledge of basic construction practices and procedures
- Knowledge of common hand and power tools
- Knowledge of machinery, equipment, and tools necessary for the maintenance of public utilities
- Knowledge of basic preventive maintenance on assigned equipment
- Skill in operating and working around traffic and moving equipment
- Skill in following safety practices and recognizing safety hazards
- Ability to perform a variety of semi-skilled tasks in standard trades
- Ability to perform tasks such as, but not limited to: bushhogging, light excavation, spraying, weed eating/edging, mowing, landscaping, operating a chainsaw, etc.
- Ability to follow oral and written instructions

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Administrative Clerk

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Office Manager / Superintendent

Compensation: Full-Time / Hourly

Description:

Under the general supervision of the Office Manager, the Administrative Clerk performs clerical, administrative, and customer service duties in support of the municipal Street Department operations. This position assists with recordkeeping, data entry, purchasing documentation, work order tracking, payroll support, and communication with employees and the public.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Provides clerical and administrative support for street department operations
- Answers telephones, greets visitors, and responds to citizen and employee inquiries in a professional manner
- Maintains departmental files, records, work orders, reports and correspondence
- Performs data entry and updates records related to maintenance activities, equipment, inventory and departmental operations
- Assists with preparation and processing of purchase orders, invoices, and related documentation
- Prepares routine reports, spreadsheets, forms and correspondence
- Collects and distributes mail, maintains filing systems, and performs document scanning
- Coordinates communication between field crews, supervisors, vendors, and other municipal departments as directed
- Operates standard office equipment including computers, copiers, scanners and multi-line telephone system
- Maintains confidentiality of sensitive information and records
- Works collaboratively with City personnel and the public.
- Performs other related duties as assigned

Qualifications:

- High school diploma or equivalent; Associate degree preferred.
- Clerical and customer service experience required.
- Experience in a utility or municipal environment preferred.
- Experience with standard bookkeeping practices preferred.
- Must maintain a valid Alabama Driver's License.

Knowledge, Skills, Abilities:

- Represents the City of Cullman with integrity, professionalism, and respect.
- Demonstrates strong written, digital, and verbal communication skills.
- Excellent organization skills, multitasking ability, attention to detail, and problem-solving skills.
- Accuracy in numerical data entry and financial handling, (including solving relatively complex mathematical computations and tabulations accurately).
- Basic knowledge of governmental/community operations, and business organizations/resources.
- Ability to make decisions according to regulations and established policies.
- Must be able to work with various filing systems, including computer-based systems and software.
- Must be reliable and punctual.
- Ability to work both independently and with a team.
- Works collaboratively with City personnel and the public.

Working Environment:

The work environment is typically indoors in a well-lit, climate-controlled office setting.

Physical Demands:

- Must be able to sit, stand, walk, stoop, and lift up to 40 pounds.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Assistant Superintendent

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Superintendent

Compensation: Full-Time / Salaried

Description:

Under the general direction of the Superintendent, the Assistant Superintendent assists in planning, organizing, coordinating, and supervising the daily operations of the municipal street department. This position oversees field operations and personnel engaged in street maintenance, drainage work, paving operations, and related public works activities. The Assistant Superintendent serves in the absence of the Superintendent and helps ensure departmental operations are conducted safely, efficiently, and in compliance with applicable laws, policies, and standards.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Assists in supervising daily street department operations and personnel
- Plans, assigns, and monitors work involving street maintenance, patching, grading, paving, drainage systems, signage, striping, and related infrastructure
- Supervises and evaluates field employees, crew leaders, equipment operators, and labor personnel
- Assists in developing work schedules, project timelines, and crew assignments
- Assists with emergency response operations related to storms, flooding, debris removal, roadway hazards and other public works emergencies
- Inspects completed work to ensure quality, safety and compliance with departmental standards
- Coordinates equipment, materials, and manpower necessary to complete projects and daily operations
- Assists in monitoring inventory levels and ordering supplies, materials and equipment
- Ensures compliance with occupational safety standards, departmental policies, and applicable federal and state regulations

- Conducts safety meetings and promotes safety work practices among employees
- Assists with employee training and development
- Responds to citizen complaints and requests for service in a professional manner
- Prepares reports, work records, maintenance logs, and related documentation
- Assists in preparing and administering departmental operating and capital budgets
- Coordinates with contractors, utility providers, and other departments and governmental agencies as necessary
- Operates trucks, heavy equipment, tools and machinery as needed
- Performs the duties of the Street Superintendent during absences or as directed
- Performs other related duties as assigned.

Qualifications:

Education:

- Graduation from a standard senior high school or a GED is required.
- Minimum of five years of progressively responsible experience in street maintenance, construction, public works, or related operations preferred
- Supervisory experience preferred
- Must possess and maintain a valid Alabama driver's license (CDL preferred)
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Extensive knowledge of street maintenance, drainage systems, roadway construction, and public works operations
- Knowledge of equipment, tools, materials and methods used in municipal street maintenance and repair
- Knowledge of occupational hazards and safe work practices associated with public works operations
- Ability to plan, organize, supervise and evaluate the work of others
- Ability to interpret maps, plans, specifications, and technical documents
- Ability to prepare reports, maintain records, and manage operational resources effectively
- Skill in operating heavy equipment, trucks, and specialized public works equipment

- Ability to respond effectively during emergency situations and adverse weather conditions
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with employees, officials, contractors and the public
- Demonstrated ability to develop and manage departmental operating budgets
- Ability to occasionally lift and carry heavy objects
- Ability to work outdoors in varying weather conditions and around traffic and construction hazards
- Ability to operate vehicles, equipment, and computers

Working Conditions:

Work is performed both indoors and outdoors in office, roadway, and construction settings with exposure to noise, dust, heavy equipment, moving traffic, adverse weather conditions and other operational hazards.

Frequently required to stand, walk, bend, stoop, climb and perform field inspections.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Crew Foreman

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Labor Foreman Supervisor

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform skilled supervisory and field work overseeing the daily operations of a street department crew engaged in street maintenance, drainage improvements, infrastructure repair and related public works activities. The Crew Foreman coordinates personnel, equipment, materials and jobsite safety while actively participating in field operations. The Crew Foreman is responsible for ensuring work is completed efficiently, safely, and in accordance with departmental standards and applicable regulations.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Supervises and directs daily activities of assigned street department personnel
- Assigns work duties, monitors progress, and ensures completion of projects in a timely and efficient manner
- Coordinates the use of personnel, heavy equipment, tools and materials for street and drainage projects
- Performs and oversees activities including street repair and maintenance, pothole patching, shoulder repair, drainage and ditch maintenance, culvert installation, storm clean up and debris removal
- Operates heavy and light equipment as necessary to support field operations
- Ensures employees follow proper safety practices, traffic control standards and departmental procedures
- Conducts job site inspections to ensure quality workmanship and compliance with work specifications
- Assists with employee training in equipment operations, safety practices and work procedures.

- Monitors equipment condition and coordinates routine maintenance and repair needs
- Maintains daily work records, material usage logs, equipment reports and related documentation
- Performs manual labor associated with street department operations when required
- Maintains effective communication with supervisors, coworkers, contractors, and the public
- Performs related duties as assigned

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license; Class A CDL preferred
- Minimum of two years, experience in street maintenance, construction, drainage or public works operations preferred
- Experience in operating heavy equipment

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Thorough knowledge of street maintenance, drainage systems, and construction methods
- Knowledge of safe work practices and traffic control procedures
- Knowledge of operation and maintenance requirements for heavy equipment and tools used in public works operations
- Ability to supervise, direct, and motivate employees effectively.
- Ability to prioritize multiple projects and adapt to changing operational needs
- Ability to read and interpret work orders, maps, blueprints, utility markings, and specifications

- Ability to identify hazards and enforce safe work practices
- Ability to communicate clearly and professionally both orally in writing
- Ability to establish and maintain working relationships with employees, supervisors, contractors and the public

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Equipment Operator I

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under the general supervision of the foreman, the Equipment Operator I performs skilled work in the operation of light to medium duty equipment in the maintenance, repair and construction of municipal streets, right-of way, drainage systems and related public infrastructure. The Equipment Operator I performs manual labor as needed and assists with emergency response operations during adverse weather events or other emergencies.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Operates light and medium-duty equipment including tractors, bobcat, trencher, dump truck, brush truck, shuttle truck
- Performs routine street maintenance, including patching potholes, grading roads, clearing debris, and repairing shoulders and rights-of-way
- Assists with drainage maintenance including cleaning ditches, culverts, storm drains and catch basins
- Performs rough carpentry work such as building concrete forms, wooden fences, shipping crates and other work in connection with the construction and maintenance of sidewalks, curbs, gutters, bridges and buildings
- Performs such tasks as finishing concrete and setting forms for curbs and gutters
- Assists in the installation of traffic signs, barricades and street markings
- Loads, hauls, and unloads materials tools and equipment
- Performs preventative maintenance and daily inspections on assigned equipment and reports mechanical issues or unsafe conditions
- Uses hand tools, power tools, and construction equipment in support of departmental operations

- Assists with concrete, asphalt, and related construction or repair work
- Responds to emergencies including storms, flooding, downed trees, and roadway hazards
- Participates in after-hours, weekend, holiday and on-call work as required
- Maintains safe work practices and complies with all applicable safety regulations and departmental procedures
- May assist other departments as assigned
- Performs related duties as required

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license; Class B CDL
- Experience in construction, street maintenance, equipment operation, or related field preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Works outdoors in varying temperatures and weather conditions

Knowledge, Skills, Abilities:

- Knowledge of basic street maintenance and construction practices
- Knowledge of the safe operation of light and medium-duty equipment
- Knowledge of occupational hazards and applicable safety precautions
- Ability to operate equipment safely and efficiently
- Ability to perform strenuous manual labor in varying weather conditions
- Ability to follow oral and written directions
- Ability to work independently and as part of a team
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public
- Basic ability to inspect and maintain equipment
- Ability to walk on rough terrain, rock or sandy soil, in wet or slippery conditions
- Ability to enter manholes and work in close enclosed areas
- Ability to handle moderate to extreme weather conditions (temperatures, rain, etc.)

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Equipment Operator II

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform skilled work in the operation of equipment related to the construction, maintenance, repair, and improvement of streets, rights of way, drainage systems, and other public infrastructure. This position may assist in manual labor duties as needed.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Operates light and medium-duty equipment including backhoe, track hoe, mini excavator, tractor, bobcat, trencher, dump truck, brush truck, shuttle truck
- Performs routine street maintenance, including patching potholes, grading roads, clearing debris, and repairing shoulders and rights-of-way
- Assists with drainage maintenance including cleaning ditches, culverts, storm drains and catch basins
- Performs rough carpentry work such as building concrete forms, wooden fences, shipping crates and other work in connection with the construction and maintenance of sidewalks, curbs, gutters, bridges and buildings
- Performs such tasks as finishing concrete and setting forms for curbs and gutters
- Assists in the installation of traffic signs, barricades and street markings
- Loads, hauls, and unloads materials tools and equipment
- Performs preventative maintenance and daily inspections on assigned equipment and reports mechanical issues or unsafe conditions
- Uses hand tools, power tools, and construction equipment in support of departmental operations
- Assists with concrete, asphalt, and related construction or repair work

- Responds to emergencies including storms, flooding, downed trees, and roadway hazards
- Participates in after-hours, weekend, holiday and on-call work as required
- Maintains safe work practices and complies with all applicable safety regulations and departmental procedures
- May assist other departments as assigned
- Performs related duties as required

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license; Class B CDL
- Minimum of three years, experience operating listed equipment
- Experience in construction, street maintenance, equipment operation, or related field preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Works outdoors in varying temperatures and weather conditions

Knowledge, Skills, Abilities:

- Knowledge of basic street maintenance and construction practices
- Knowledge of the safe operation of light and medium-duty equipment
- Knowledge of occupational hazards and applicable safety precautions
- Ability to operate equipment safely and efficiently
- Ability to perform strenuous manual labor in varying weather conditions
- Ability to follow oral and written directions
- Ability to work independently and as part of a team
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public
- Basic ability to inspect and maintain equipment
- Ability to walk on rough terrain, rock or sandy soil, in wet or slippery conditions
- Ability to enter manholes and work in close enclosed areas
- Ability to handle moderate to extreme weather conditions (temperatures, rain, etc.)

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position: Facility Maintenance

Department: Street

MISSION STATEMENT:

To provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports To: Superintendent

Compensation: Full-Time / Hourly

Description:

This is a semi-skilled and frequently minor supervisory work in the maintenance of equipment, grounds, and buildings.

Detailed Work Activities:

(Not all duties listed are performed in every position; additional related tasks may be assigned.)

- Performs rough carpentry work such as building concrete forms, wooden fences, shipping crates and other work in connection with the construction and maintenance of streets, sidewalks, curbs, gutters, bridges, and buildings
- Operates light truck and other automotive and related equipment
- Operates mechanical saws, cuts and fells trees and branches, observing precautions against personal injury or property damage
- Performs miscellaneous mechanical and maintenance repair tasks requiring familiarity with basic trade practices in carpentry, painting, masonry, plumbing or similar operations
- Performs manual labor in loading, unloading or other related work as required.
- Operates and uses all hand tools required
- Cleans buildings
- Paints buildings and equipment
- Operates various types of riding mowers, leaf blowers, and weed eaters
- Performs light maintenance on mowers
- Assists others on heavier maintenance tasks
- Generates and maintains maintenance records

- Makes rounds and checks equipment weekly
- Any other task deemed necessary by the immediate supervisor

Knowledge, Skills, and Abilities:

- Some knowledge of the methods and techniques of automotive equipment operation
- Some knowledge of traffic laws, ordinances and rules involved in the operation of automotive vehicles
- Some knowledge of occupational hazards of applicable safety precautions in operating equipment
- Some knowledge of the geography of the city, including the locations of streets, or the ability to acquire this knowledge rapidly
- General knowledge of computers
- Skilled in the operation of various types of standard automotive equipment as demonstrated by a driving test
- Ability to perform minor repairs and adjustments and to service automotive equipment
- Ability to perform tasks such as but not limited to; repairs to roads, buildings, landscaping, etc.
- Ability to understand and follow oral and written instructions

Qualifications:

- Some experience in the operation of trucks and related automotive equipment
- Availability to work overtime, rotating shifts, and weekends/holidays as needed
- Must maintain a valid Alabama driver's license for operation of City of Cullman vehicles
- Optional CDL as required by Superintendent
- Position is subject to random drug testing

Physical Demands:

- Ability to safely operate and maneuver vehicles of various sizes
- Vision sufficient to meet standard driving requirements
- Physical strength and stamina to perform heavy manual labor, including in adverse weather conditions
- Ability to walk on uneven, rocky, sandy, wet, or slippery terrain
- Frequent bending, stooping, lifting, and other strenuous physical activities
- Ability to work in moderate to extreme weather conditions (heat, cold, rain, etc.)

EMPLOYEE ACKNOWLEDGMENT:

I have reviewed this job description and understand the duties and responsibilities as stated. I acknowledge that job duties may change temporarily or permanently based on the needs of the City of Cullman. If asked to perform duties not listed, I understand I should consult my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Heavy Equipment Operator

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform skilled work in the operation of heavy construction and maintenance equipment in support of municipal street, drainage, infrastructure projects. Operates specialized heavy equipment requiring advanced skill, precision, and safe operating practices. Employee is responsible for performing equipment inspections, assisting with maintenance activities, and supporting street department operations during routine and emergency response situations. This position may assist in manual labor duties as needed.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Operates heavy equipment, to include, but not limited to, heavy excavators, backhoes, motor graders, bulldozers, front end loaders, dump trucks, track hoes, skid steers, tractors, paving equipment, low boy, or horizontal boring machine
- Performs routine street maintenance, including patching potholes, grading roads, clearing debris, and repairing shoulders and rights-of-way
- Assists with drainage maintenance including cleaning ditches, culverts, storm drains and catch basins
- Performs rough carpentry work such as building concrete forms, wooden fences, shipping crates and other work in connection with the construction and maintenance of sidewalks, curbs, gutters, bridges and buildings
- Performs such tasks as finishing concrete and setting forms for curbs and gutters
- Assists in the installation of traffic signs, barricades and street markings
- Loads, hauls, and unloads materials tools and equipment
- Performs preventative maintenance and daily inspections on assigned equipment and reports mechanical issues or unsafe conditions

- Uses hand tools, power tools, and construction equipment in support of departmental operations
- Assists with concrete, asphalt, and related construction or repair work
- Responds to emergencies including storms, flooding, downed trees, and roadway hazards
- Participates in after-hours, weekend, holiday and on-call work as required
- Maintains safe work practices and complies with all applicable safety regulations and departmental procedures
- May assist other departments as assigned
- Performs related duties as required

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license; Class A CDL
- Minimum of three years, experience operating listed equipment
- Experience in construction, street maintenance, equipment operation, or related field preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Works outdoors in varying temperatures and weather conditions

Knowledge, Skills, Abilities:

- Knowledge of basic street maintenance and construction practices
- Knowledge of heavy equipment operation, maintenance, and safety procedures
- Knowledge of occupational hazards and applicable safety precautions
- Ability to operate equipment safely and efficiently
- Ability to perform strenuous manual labor in varying weather conditions
- Ability to follow oral and written directions
- Ability to work independently and as part of a team
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public
- Basic ability to inspect and maintain equipment
- Ability to walk on rough terrain, rock or sandy soil, in wet or slippery conditions
- Ability to enter manholes and work in close enclosed areas
- Ability to handle moderate to extreme weather conditions (temperatures, rain, etc.)

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Labor Foreman Supervisor

Department: Street

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Reports to: Assistant Superintendent

Compensation: Full-Time / Hourly

Description:

Under general supervision of the Assistant Superintendent, the Labor Foreman Supervisor oversees and participates in the daily operations of municipal street maintenance, repair, construction, and related public works activities.

This position supervises labor crews, coordinates work assignments, ensures safe and efficient operations, and performs skilled and semi-skilled manual labor alongside assigned personnel when required.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Supervises, assigns, and monitors the work of street department labor crews.
- Plans and coordinates daily work activities including street repair, drainage maintenance, signage installation, and related public works functions
- Provides leadership, instruction, training and guidance to assigned employees
- Ensures employees follow departmental policies, safety procedures, and operational standards
- Operates and oversees the use of tools, trucks, equipment, and machinery used in street maintenance operations
- Assists in asphalt patching, concrete work, pipe installation, debris removal and storm response operations
- Maintains daily work records, equipment logs, material usage reports and employee attendance records
- Reports maintenance needs, equipment failures, and operational concerns to upper management
- Responds to emergencies, severe weather events, and after hours call-outs as required.
- Assists with inventory control and ordering of materials and supplies

- Coordinates traffic control measures and ensures proper placement of signs, barricades, cones, and warning devices
- Promotes positive public relations through courteous interaction with citizens and coworkers
- Performs related duties as assigned
- Directly supervises assigned laborers, equipment operators, and other personnel
- Assists with employee training, performance evaluation, and scheduling
- Ensures crews maintain productivity, professionalism, and safe work practices

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license (CDL preferred)
- Minimum of 5 years' experience in street maintenance, construction, public work or related field preferred
- Prior supervisory and crew leadership experience preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking, and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Knowledge of municipal street maintenance methods, materials, tools, and equipment
- Knowledge of occupational hazards and safe work practices
- Ability to supervise and coordinate work crews effectively
- Ability to read and understand work orders, maps, and construction plans
- Ability to communicate clearly and professionally with employees, supervisors, and the public
- Ability to work independently and make sound operational decisions in the field
- Ability to perform strenuous physical labor when required in varying weather conditions

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Mason I

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform skilled masonry work related to the construction, repair, and maintenance of municipal streets, sidewalks, gutters, drainage structures, and other public infrastructure. Employees assist with concrete finishing, brick and block work, and related street maintenance activities while ensuring work is completed safely and efficiently.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Performs masonry and concrete work associated with street and public works projects
- Assists in the construction and repair of sidewalks, curbs and gutters, concrete pads, storm drainage structures, catch basins, headwalls, brick and block structures
- Performs rough carpentry work, such as building concrete forms
- Operates trucks and other equipment as required
- Mixes, pours, places and finishes concrete using proper techniques and tools
- Assists in forming, grading and site preparation for concrete and masonry projects
- Operates hand tools, power tools, compactors, concrete saws, mixers and related equipment
- Assists with excavation, demolition, debris removal and cleanup activities
- Performs asphalt patching, street repair, and related maintenance duties as assigned
- Sets up traffic control devices and maintains safe work zones
- Assists with loading, unloading and transporting of materials and equipment
- Conducts routine maintenance and cleaning of tools and equipment
- Identifies unsafe conditions and follows all departmental safety procedures
- May assist equipment operators and other street department personnel on assigned projects

- Operates a heavy type tractor-trailer in hauling heavy construction equipment
- Performs related duties as assigned.

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license; Class A CDL preferred
- Experience in masonry, concrete work, construction, grading, or public works maintenance preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking, and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Basic knowledge of masonry, concrete finishing, grading and construction methods
- Knowledge of tools, materials, and equipment used in masonry and street maintenance work
- Ability to perform manual labor in outdoor environments and varying weather conditions
- Basic knowledge of grade setting and drainage slope requirements
- Ability to read measurements and follow oral and written instructions
- Ability to safely operate equipment and hand tools
- Ability to perform manual labor in outdoor environments and varying weather conditions
- Ability to work effectively as part of a crew
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Mason II

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform advanced skilled masonry and concrete work related to the constructions, repair, and maintenance of municipal streets, sidewalks, gutters, drainage structures, and other public infrastructure. Mason II employees are responsible for independently performing complex masonry tasks, establishing grades and elevations, interpreting plans specifications, and assisting with oversight of assigned projects. Position requires substantial experience in concrete finishing, form setting, drainage construction and grade control

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Performs advanced masonry and concrete work associated with street and public works projects
- Constructs, repairs, and replaces sidewalks, curbs and gutters, concrete pads, ADA ramps, concrete pads, storm drainage structures, catch basins, headwalls, brick and block structures
- Performs rough carpentry work, such as building concrete forms
- Independently sets forms, establishes line and grade and ensures proper elevations and drainage flow for projects
- Performs grade shooting and elevation verification using lasers, transit levels, grade rods and related surveying equipment
- Reads and interprets blueprints, construction plans, grade stakes, utility markings and work specifications
- Operates trucks and other equipment as required
- Mixes pours, places, and finishes concrete using proper techniques and tools

- Performs advanced concrete finishing techniques including, edging, floating, jointing, texturing and curing
- Assists in forming, grading and site preparation for concrete and masonry projects
- Operates hand tools, power tools, compactors, concrete saws, mixers and related equipment
- Assists with excavation, demolition, debris removal and cleanup activities
- Performs asphalt patching, street repair, and related maintenance duties as assigned
- Sets up traffic control devices and maintains safe work zones
- Assists with loading, unloading and transporting materials and equipment
- Conducts routine maintenance and cleaning of tools and equipment
- Identifies unsafe conditions and follows all departmental safety procedures
- May assist equipment operators and other street department personnel on assigned projects
- Assists in training employees in masonry techniques
- Operates a heavy type of tractor-trailer in hauling heavy construction equipment
- Performs related duties as assigned.

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license; Class A CDL preferred
- Minimum two years' experience in masonry, concrete work, construction, grading, or public works maintenance preferred
- Experience in grade setting and concrete layout required
- Experience operating heavy construction equipment preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Advanced knowledge of masonry, concrete finishing, grading and construction methods
- Knowledge of tools, materials, and equipment used in masonry and street maintenance work
- Ability to perform manual labor in outdoor environments and varying weather conditions
- Knowledge of grade setting, slope calculation, and elevation control techniques
- Ability to read measurements and follow oral and written instructions
- Ability to read blueprints, plans, and construction specifications
- Ability to perform skilled masonry work with limited supervision
- Ability to identify construction defects, hazards and drainage issues
- Ability to safely operate equipment and hand tools
- Ability to perform manual labor in outdoor environments and varying weather conditions
- Ability to work effectively as part of a crew
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Mechanic

Department: Street

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Reports to: Superintendent

Compensation: Full-Time / Hourly

Description:

The Mechanic is a skilled role responsible for the maintenance, diagnostics and repair of a diverse fleet of vehicles, small engines, and any other equipment as required, including gasoline and diesel. The Mechanic operates under general supervision, exercising independent judgment to diagnose issues, perform repairs, and ensure equipment reliability and safety. This role supports the municipality's operational needs by maintaining vehicles, equipment, and small engines, ensuring compliance with safety standards and municipal regulations. The incumbent is responsible for accurately and responsibly recording and filing all services performed electronically.

Scope of Work:

This position requires performing skilled mechanical tasks in a municipal shop environment, focusing on the repair, maintenance, and diagnostics of a wide variety of vehicles, small engines, and other equipment. The work involves hands on trouble shooting, component repair or replacement, and the use of specialized tools and diagnostic software. Work is performed independently or collaboratively, following safety protocols and municipal standards, with tasks subject to inspection for quality and compliance during and after completion.

Detailed Work Activities:

- Performs diagnostic, maintenance and repair work on a diverse range of vehicles, equipment, small engines and any other equipment as required.
- Performs preventative maintenance tasks, including routine inspections, oil changes, filter replacements, tire rotations, and fluid checks
- Utilizes diagnostic tools and software to identify and resolve mechanical, electrical and electronic system issues
- Inspects, adjusts, and replaces components as necessary, including, but not limited to, alternators, clutches, brakes, fuel injectors, suspension systems, hoses, batteries, radiators, bearings, belts, fluids, transmissions and differentials.

- Diagnoses and corrects mechanical issues in gasoline and diesel vehicles, equipment, and small engines
- Follows oral and written directions, sketches, diagrams and technical manuals to execute repairs accurately
- Conducts road call and on-site service for inoperative vehicles and equipment, ensuring timely resolutions to maintain operational efficiency
- Occasionally picks up and delivers supplies and materials to support shop operations
- Completes shop work orders accurately and performs related administrative tasks to document repairs
- Performs duties in a shop environment, including standing for long periods, while maintaining focus and adhering to safety protocols
- Performs related duties as required

Qualifications:

- Must be at least 18 years of age
- College or Technical school degree preferred but not required
- ASE Certification preferred
- Must possess a current Alabama driver's license

Knowledge, Skills, Abilities:

- Knowledge of gasoline and diesel engine systems, including diagnostics and repair
- Knowledge of diagnostic software
- Knowledge of maintenance of a diverse fleet (police vehicles, fire apparatus, sanitation trucks, heavy equipment, small engines)
- Knowledge of tools, equipment and materials used in automotive and heavy equipment repair
- Skill in diagnosing mechanical, electrical and other issues accurately and efficiently
- Skill in reading and interpreting technical manuals and schematics
- Ability to troubleshoot complex mechanical problems and determine appropriate solutions
- Ability to adapt to a wide variety of equipment types and unexpected repair needs
- Ability to lift heavy objects, work in confined spaces, and perform physically demanding tasks
- Ability to work in varying environmental conditions (heat, cold, noise, outdoor settings)
- Ability to follow safety protocols and promote a safe work environment.
- Ability to learn new technologies and equipment as fleet systems evolve.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Office Manager

Department: Street

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Reports to: Superintendent

Compensation: Full-Time / Hourly

Description:

Under the general direction of the Street Superintendent, the Office Manager performs advanced administrative, clerical and operational support duties for the street department. This position is responsible for coordinating office operations, maintaining departmental records, processing purchasing and payroll documentation, assisting with budgeting and reporting functions, and serving as a primary point of contact for citizens, vendors, contractors, and employees. The Office Manager helps ensure efficient and organized departmental operations while maintaining confidentiality and professionalism.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

Qualifications:

- Manages and coordinates daily administrative and office operations for the street department
- Maintains departmental records, files, reports, work orders, personnel documentation, and correspondence.
- Processes purchase orders, invoices, requisitions, receiving documentation and other financial records in accordance with municipal policies and procedures
- Assists with preparation and monitoring of departmental budget
- Tracks inventory, fuel usage, equipment records and departmental supplies
- Receives and responds to citizen inquiries, complaints, and requests for service
- Coordinates communication between field crews, supervisors, vendors, contractors, and other municipal departments
- Assists in preparing reports, spreadsheets, agendas, presentations and departmental correspondence

- Maintains records related to work orders, paving projects, drainage projects, equipment maintenance, and departmental information
- Assists with grant documentation, bid packets, contracts and project records as assigned
- Maintains confidentiality of sensitive personnel and departmental information
- Orders office supplies
- May assist with coordinating emergency communications during weather or disaster response operations
- Prepares reports as needed
- Performs payroll functions for the department
- Performs other related duties as assigned

Qualifications:

- Graduation from a standard senior high school or a GED is required.
- Mastered skills in clerical and customer service required.
- Experience in a utility or municipal environment is preferred
- Supervisory experience preferred
- Experience with standard bookkeeping practices is desired.
- Must maintain a valid Alabama driver's license

Knowledge, Skills, Abilities:

- Excels at prioritizing tasks, resolving issues quickly and making operational decisions under tight deadlines
- Strong leadership, communication, and problem-solving skills are essential, along with the ability to remain calm, organized and solutions-focused in high stress situations
- Considerable knowledge of policies and procedures for the City of Cullman, modern office practices and procedures of business and commercial mathematics as well as operating personal computers and associated software packages
- Ability to keep complex clerical records and/or simple accounting records, and to prepare reports from such records
- Ability to make relatively complex mathematical computations with speed and accuracy
- Ability to deal with the public tactfully and courteously and to work harmoniously with other employees

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

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Date

City of Cullman Job Description

Position Title: Sign Shop Foreman

Department: Street

The City of Cullman will provide equal employment and advancement opportunities to all individuals. Employment decisions for the City of Cullman will be based on merit, qualifications, and abilities. Equal opportunities are provided regardless of race, color, religion, sex, national origin, age, disability, or other characteristics protected by law. The City of Cullman will provide reasonable accommodation for qualified individuals with known disabilities.

Reports to: Department Head

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform skilled supervisory and technical work directing the operations of the municipal sign shop and related traffic control functions. Responsible for overseeing the fabrication, installation, repair, maintenance and inventory of traffic signs, street name signs, pavement markings, and traffic control devices in accordance with applicable federal, state and local standards, including MUTCD. Employee supervises assigned personnel, coordinates work schedules and actively participates in field operations.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

Qualifications:

- Supervises and coordinates the daily activities of sign shop personnel
- Plans, prioritizes, and assigns work related to traffic signs and street markings
- Oversees fabrication, installation, repair, replacement, and maintenance of regulatory signs, warning signs, street name signs, directional signs, pavement markings, barricades and traffic control devices
- Ensures all signage and markings comply with MUTCD standards and applicable regulations
- Performs field inspections to identify damaged, missing, faded or non-compliant signs and markings
- Operates equipment including trucks, striping equipment, augers, pressure washers, and related tools or machinery
- Assists traffic control setup for street projects, special events, emergencies, and maintenance operations
- Maintains inventory of signs, posts, hardware, reflective materials, paint and related supplies

- Maintains records related to work orders, inspections, inventory, sign locations and maintenance activities
- Performs manual labor and field work as necessary to support departmental operations
- Maintains tools, equipment, vehicles and work areas in safe operating condition
- Performs related duties as assigned.

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license
- Experience in traffic sign installation, roadway striping, street maintenance or related public works operation preferred

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Through knowledge of MUTCD standards related to traffic signs
- Knowledge of sign fabrication, installation techniques, pavement marking procedures, and roadway safety standards
- Knowledge of equipment, materials and tools used in sign shop operations
- Ability to supervise and direct the work of assigned personnel
- Ability to read maps, work orders, blueprints, and traffic control plans
- Ability to identify roadway hazards and implement appropriate corrective measures
- Ability to operate specialized equipment safely and efficiently
- Ability to maintain accurate records and inventory systems

Working Conditions:

Work is performed indoors and outdoors in sign shop and roadway environments with exposure to moving machinery, traffic, heavy equipment, noise, dust, fumes, paint, and inclement weather conditions. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Superintendent

Department: Street

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Reports to: Mayor, with strategic support from the City Council

Compensation: Full-Time / Salaried

Description:

Under the general direction of the Mayor, the Street Superintendent plans, organizes, supervises and directs the operations and personnel of the municipal Street Department. This position is responsible for overseeing street maintenance, roadway repair, drainage systems, signage, storm response, equipment utilization, and related public works functions to ensure safe and efficient public infrastructure operations.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

Qualifications:

- Plans, directs, supervises, and coordinates the daily operations of the Street Department
- Oversees maintenance and repair of streets, alleys, sidewalks, drainage systems, culverts and related infrastructure
- Supervises, evaluates and develops all departmental personnel including foremen, equipment operators, utility workers and office staff
- Assigns work activities, establishes priorities, and monitors project progress and completion
- Develops work schedules and coordinates manpower, materials, equipment, and resources
- Inspects streets, drainage structures, and public infrastructure to identify maintenance and repair needs
- Establishes performance standards and ensures accountability
- Develops and enforces safety policies and procedures in compliance with state and federal safety regulations
- Coordinates with other City departments during emergency response related to weather events and infrastructure failure

- Prepares and manages the department's annual operating and capital budgets
- Monitors expenditures and ensures cost effective use of materials, equipment and labor
- Maintains safe standards for community street related infrastructure services
- Submits an annual, strategic, financially responsible paving plan prior to budget adoption
- When applicable, secures external funding sources to maximize taxpayer investment
- Supports Cullman's long-term infrastructure and economic growth strategy
- Ensures efficient and transparent use of public resources
- Fosters a culture of accountability, teamwork, and service excellence
- Assists in multi-year capital improvement forecasting and infrastructure lifecycle planning
- Evaluates equipment needs and oversees maintenance and replacement schedules
- Actively seeks, applies for, and administers federal, state, and regional grants to support the financial goals of the paving and infrastructure plan
- Coordinates with accounting and administration staff to ensure compliance with grant requirements and reporting standards
- Coordinates with city engineers, contractors, utility providers and other municipal departments
- Ensures compliance with state and federal regulations, including ADOT requirements where applicable
- Recommends the selection, retention, transfer, promotion, and separation of employees within the department
- Ensures employees of the department are knowledgeable of the provisions of the employee handbook
- Conducts applicant interviews and recommends candidates for hire.
- Responds to citizen concerns related to street infrastructure matters
- May be required to attend and present departmental updates at City Council meetings and work sessions
- Provides monthly departmental updates to the City Council Chair
- Represents the department in public forums related to infrastructure and street improvement
- Supports citywide initiatives, infrastructure expansion, and economic development projects
- Oversees preventative maintenance and repair scheduling for departmental vehicles and equipment

Education:

- Graduation from a standard senior high school or a GED is required.
- Associate degree or technical training in construction management, public works or related field preferred

- Minimum of six years of progressively responsible experience in street maintenance, construction, public works, or related operations
- Must possess and maintain a valid Alabama driver's license (CDL preferred)
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Extensive knowledge of street maintenance, drainage systems, roadway construction, and public works operations
- Knowledge of equipment, tools, materials and methods used in municipal street maintenance and repair
- Knowledge of occupational hazards and safe work practices associated with public works operations
- Ability to plan, organize, supervise and evaluate the work of others
- Ability to interpret maps, plans, specifications, and technical documents
- Ability to prepare reports, maintain records, and manage operational resources effectively
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with employees, officials, contractors and the public
- Demonstrated ability to develop and manage departmental operating budgets and effectively present financial and operation information to City officials
- Ability to develop, maintain, schedule and present information related to the City's annual paving and street improvement plan.
- Ability to occasionally lift and carry heavy objects
- Ability to work outdoors in varying weather conditions and around traffic and construction hazards
- Ability to operate vehicles, equipment and computers

Working Conditions:

Work is performed both indoors and outdoors in office, roadway, and construction settings with exposure to noise, dust, heavy equipment, moving traffic, adverse weather conditions and other operational hazards.

Frequently required to stand, walk, bend, stoop, climb and perform field inspections.

EMPLOYEE ACKNOWLEDGMENT

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Applicant Signature

Date

Witness

Date

City of Cullman Job Description

Position Title: Utility/General Services

Department: Street

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Reports to: Crew Foreman

Compensation: Full-Time / Hourly

Description:

Under general supervision, employees in this role perform manual labor and semi-skilled work in support of street maintenance, drainage operations and other public works activities. Employees assist with constructions, repair, cleanup, and emergency response operations. Work involves physically demanding outdoor labor performed in varied weather and environmental conditions.

Detailed Work Activities:

The following duties are representative of the work performed and are not intended to be all inclusive.

- Performs manual labor associated with street maintenance, drainage work, and public infrastructure projects
- Assists with pothole repair, asphalt patching, sidewalk and curb repair, ditch cleaning, drainage pipe installation, shoulder maintenance, sign installation and repair, debris removal, storm cleanup operations, and related work
- Operates hand tools and light automotive equipment
- Performs flagging and traffic control duties to maintain safe work zones
- Cleans and maintains tools, vehicles, equipment, and assigned work areas
- Performs preventative maintenance and basic inspections on tools and light equipment
- Identifies and reports unsafe conditions, equipment issues, or roadway hazards
- Responds to emergency situations, including severe weather events, flooding, fallen trees and roadway hazards
- Performs related duties as assigned.

Qualifications:

Education: Graduation from a standard senior high school or a GED is required.

- Must possess and maintain a valid Alabama driver's license
- Experience in construction, maintenance, or public works preferred, but not required

Physical Requirements:

- Frequently lifts and carries materials weighing 50 pounds or more
- Performs climbing, bending, stooping, kneeling, reaching and prolonged standing or walking
- Work requires prolonged standing, walking and operation of equipment
- Works outdoors in varying temperatures and weather conditions

Special Requirements:

- Must comply with all departmental safety policies and drug/alcohol testing requirements
- Subject to driving record review and/or background check
- Must be available for emergency response during inclement weather and other public emergencies

Knowledge, Skills, Abilities:

- Basic knowledge of construction maintenance and safe work practices
- Ability to perform strenuous physical labor for extended periods of time
- Ability to safely use hand tools and light equipment
- Ability to understand and follow oral and written instructions
- Ability to work safely around moving traffic, heavy equipment, and construction hazards
- Ability to work effectively as part of a crew
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the public

Working Conditions:

Work is performed primarily outdoors in construction and maintenance environments with exposure to moving machinery, traffic, noise, dust, fumes and inclement weather. Position may require overtime, emergency call-out response, and irregular work hours.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed this job description and understand all duties and responsibilities as outlined. I acknowledge that job duties may change temporarily or permanently according to the needs of the City of Cullman. If asked to perform duties not listed, I understand I should discuss them with my supervisor or Human Resources.

Applicant Signature

Date

Witness

Date