

03-08-23

Village of Hartville  
Street Commissioner Job Description

The responsibility of the Street Commissioner is to oversee the day-to-day operations of the Street Department within the Village of Hartville. This includes but is not limited to; Snow and ice removal, matters involved with maintaining, repair cleaning and installation of catch basins, storm lines and culverts, the operations of traffic lights and school flashers. The Commissioner oversees all operations and upkeep of the Hartville Memorial Park, the Green Space in Cornerstone allotment, and two cemeteries on E. Maple Street.

The Commissioner delegates all daily work and is responsible for approval of overtime and time off. At the end of each day a summary of the work performed is written down and kept record of.

The budget for the Street Department, supplies and materials, subcontracting work, requisitions, and records of inventory, are all under the responsibility of the Commissioner.

The Commissioner recommends to the Mayor and Street committee, equipment needing replaced and roads needing improved or repaved.

The Commissioner communicates regularly with the Engineer, Street Committee, Recreation and Parks Committee, Council and Mayor.

The Street Commissioner answers to and works directly under the Mayor.