

Duties and Time Allocation for Street Department Employees  
 MTAS Library Survey  
 February 2011

<b>City</b>	<b>Clinton</b>
<b>Contact Name</b>	<b>Lynn Murphy</b>
<b>Contact Title</b>	<b>Public works director</b>
<b>Contact Email Address</b>	<b>lmurphy@clintontn.net</b>
<b>Contact Phone</b>	<b>(865) 457-6495</b>
<b>Total miles of city streets maintained</b>	<b>80</b>
<b>Total Paving Budget (FY2010)</b>	<b>\$0 (\$250,000 normally, cut for four years)</b>
<b>Total Street Budget (FY2010)</b>	<b>\$60,000 maintenance</b>
<b>Total State Street Aid (FY2010)</b>	<b>Yes, \$200,000 per year, certain designated streets, shared from state back to city</b>

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
	<b>19 full 8 construction 11 general maintenance</b>	
Street Right-of-way trash removal Litter collection		40 man hours per week
Sign maintenance		8 hours per week

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Vehicle and equipment maintenance and repair for streets duties	Full time shop foreman, pull in construction if more work	60 hours each week minimum for emergencies
Clean stormwater street drains	4 people	32 hours
Facility maintenance for city and others	NA	
Cemetery maintenance		Summer: busier 10 hours per week
Traffic signal maintenance	NA	Contracted out, electrical contractor \$15,000
Park maintenance—mowing parks or recreation areas	NA	Parks and Rec department
Leaf collection in season	19 full time	3 months per year Entire staff 8,000 hours per week
Brush collection	2 full time	80 hours per week

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<b>City</b>	Soddy-Daisy
<b>Contact Name</b>	Steve Grant
<b>Contact Title</b>	Public Works Director/Building Inspector/Fire Marshall/Assistant Fire Chief
<b>Contact Email Address</b>	<a href="mailto:Steve.grant@soddy-daisy.org">Steve.grant@soddy-daisy.org</a>
<b>Contact Phone</b>	(423) 332-5325
<b>Total miles of city streets maintained</b>	110
<b>Total Paving Budget (FY2010)</b>	700,000
<b>Total Street Budget (FY2010)</b>	1.1 million (includes salaries)
<b>Total State Street Aid (FY2010)</b>	305,000

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
	11 full time people, no specific jobs	
Street Right-of-way trash removal (litter collection)	Use country prisoners	At least 1-2 days a week
Sign maintenance	As needed, depends on size	A day a week

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Vehicle and equipment maintenance and repair for streets duties	1 full time	40 hours per week
Clean stormwater street drains	2 or 4, depending on ditches	20 hours per week each
Facility maintenance for city and others	2	As needed, maximum of 8 hours each
Cemetery maintenance	NA	NA
Traffic signal maintenance	1	As needed, 6-8 hours a month
Park maintenance—mowing parks or recreation areas	3 full time	April to Nov, assigned to other duties, trimming trees, etc.
Leaf collection in season	NA	NA
Brush collection	2	8 hours a week, also pick up chemical

3 employees Mow all the street right of ways, 1<sup>st</sup> part of April to November  
 Work with park maintenance staff

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<b>City</b>	<b>Red Bank</b>
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone</b>	
<b>Total miles of city streets maintained</b>	
<b>Total Paving Budget (FY2010)</b>	
<b>Total Street Budget (FY2010)</b>	
<b>Total State Street Aid (FY2010)</b>	

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)		
Sign maintenance		

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Vehicle and equipment maintenance and repair for streets duties		
Clean stormwater street drains		
Facility maintenance for city and others		
Cemetery maintenance		
Traffic signal maintenance		
Park maintenance—mowing parks or recreation areas		
Leaf collection in season		
Brush collection		

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<b>City</b>	<b>Athens</b>
<b>Contact Name</b>	<b>Shawn Lindsey</b>
<b>Contact Title</b>	<b>Public Works Director</b>
<b>Contact Email Address</b>	<b>slindsey@cityofathensga.com</b>
<b>Contact Phone</b>	<b>(423) 744-2769</b>
<b>Total miles of city streets maintained</b>	<b>126 Miles</b>
<b>Total Paving Budget (FY2010)</b>	<b>\$236,300.00</b>
<b>Total Street Budget (FY2010)</b>	<b>\$1,505,550.00</b>
<b>Total State Street Aid (FY2010)</b>	<b>\$353,878.00</b>

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not perform these duties)</b>	<b>How much time on these duties? (hours per week, hours per month, or hours per year)</b>
Street Right-of-way trash removal (litter collection)	1 employee	2,000 man hours per year total
Sign maintenance	2 employees	960 man hours per year total

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Vehicle and equipment maintenance and repair for streets duties	3 employees	6,000 man hours per year total
Clean stormwater street drains	8 employees	5000 man hours per year total
Facility maintenance for city and others		As needed / by request
Cemetery maintenance	3 employees	Community Development does this. Public Works assists on fence row clearing with 120 man hours per year total.
Traffic signal maintenance		Signal Maintenance Contractor performs 128 man hours per year preventative maintenance. Public Works does other maintenance on as needed basis.
Park maintenance—mowing parks or recreation areas	3 employees	Parks & Recreation does this. Public Works assists with mowing park for July 4 <sup>th</sup> Fireworks with 120 man hours per year total.
Leaf collection in season	13 employees	7280 man hours per year total
Brush collection	1.5 employees	3000 man hours per year total



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<b>City</b>	<b>Winchester</b>
<b>Contact Name</b>	<b>Steve Goodwin</b>
<b>Contact Title</b>	<b>Public Works Director</b>
<b>Contact Email Address</b>	<a href="mailto:stevegoodwin@winchester-tn.com">stevegoodwin@winchester-tn.com</a>
<b>Contact Phone</b>	<b>(931) 967-3596</b>
<b>Total miles of city streets maintained</b>	<b>75</b>
<b>Total Paving Budget (FY2010)</b>	<b>\$150,000 comes from State Street Aid</b>
<b>Total Street Budget (FY2010)</b>	<b>NA</b>
<b>Total State Street Aid (FY2010)</b>	<b>\$150,00 (applies to paving budget)</b>

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties? 2 crews 2 sides of town, perform all duties, do others as time becomes available</b>
Street Right-of-way trash removal (litter collection)		Not assigned, all crews perform duty when other jobs are completed
Sign maintenance		Full time, made our own signs, retired

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Vehicle and equipment maintenance and repair for streets duties	2 full time	All city vehicles
Clean stormwater street drains		Routine, two crews
Facility maintenance for city and others	1 man	All city buildings 40 hours per week
Cemetery maintenance		Contracted for first time this year
Traffic signal maintenance		Contracted for electrician work, Street will do "easy" maintenance like changing bulbs
Park maintenance—mowing parks or recreation areas		Parks and Rec
Leaf collection in season	5 full time Mowing crew in season	4-5 months
Brush collection	4 full time 2 chipper trucks	160 hours

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<b>City</b>	<b>Manchester</b>
<b>Contact Name</b>	<b>Brent Carter</b>
<b>Contact Title</b>	<b>Director of Public Works</b>
<b>Contact Email Address</b>	<a href="mailto:bcarter@cityofmanchestertn.com">bcarter@cityofmanchestertn.com</a>
<b>Contact Phone</b>	<b>931-728-6903</b>
<b>Total miles of city streets maintained</b>	<b>107.7</b>
<b>Total Paving Budget (FY2010)</b>	<b>\$203,480</b>
<b>Total Street Budget (FY2010)</b>	<b>\$1,554, 936</b>
<b>Total State Street Aid (FY2010)</b>	<b>None</b>

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)	2	20 hrs week each
Sign maintenance	1	Approx. 8 hr. week

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Vehicle and equipment maintenance and repair for streets duties	Crew of 4	Avg. 8 hrs week each
Clean stormwater street drains	Crew of 4	Avg. 20 hr. month
Facility maintenance for city and others	shop main 2 workers	40 hrs. week each
Cemetery maintenance	Crew of 4	16 hr. month (each)
Traffic signal maintenance	As needed 3 people	Approx. 8 hrs. each (month)
Park maintenance—mowing parks or recreation areas	N/A	Rec Dept.
Leaf collection in season	Crew of 4	Oct 15-April 1 8 hr. each day 40 hrs. week
Brush collection	Crew of 2	40 hours week, each

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<b>City</b>	<b>Lewisburg</b>
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone</b>	
<b>Total miles of city streets maintained</b>	
<b>Total Paving Budget (FY2010)</b>	
<b>Total Street Budget (FY2010)</b>	
<b>Total State Street Aid (FY2010)</b>	

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)		
Sign maintenance		

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Vehicle and equipment maintenance and repair for streets duties		
Clean stormwater street drains		
Facility maintenance for city and others		
Cemetery maintenance		
Traffic signal maintenance		
Park maintenance—mowing parks or recreation areas		
Leaf collection in season		
Brush collection		

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<b>City</b>	<b>Tulahoma</b>
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone</b>	
<b>Total miles of city streets maintained</b>	
<b>Total Paving Budget (FY2010)</b>	
<b>Total Street Budget (FY2010)</b>	
<b>Total State Street Aid (FY2010)</b>	

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)		
Sign maintenance		

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Vehicle and equipment maintenance and repair for streets duties		
Clean stormwater street drains		
Facility maintenance for city and others		
Cemetery maintenance		
Traffic signal maintenance		
Park maintenance—mowing parks or recreation areas		
Leaf collection in season		
Brush collection		



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<b>City</b>	<b>Pulaski</b>
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone</b>	
<b>Total miles of city streets maintained</b>	
<b>Total Paving Budget (FY2010)</b>	
<b>Total Street Budget (FY2010)</b>	
<b>Total State Street Aid (FY2010)</b>	

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)		
Sign maintenance		

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Facility maintenance for city and others		
Cemetery maintenance		
Traffic signal maintenance		
Park maintenance—mowing parks or recreation areas		
Leaf collection in season		
Brush collection		

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<b>City</b>	<b>Lawrenceburg</b>
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone</b>	
<b>Total miles of city streets maintained</b>	
<b>Total Paving Budget (FY2010)</b>	
<b>Total Street Budget (FY2010)</b>	
<b>Total State Street Aid (FY2010)</b>	

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)		
Sign maintenance		

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Facility maintenance for city and others		
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Traffic signal maintenance		
Park maintenance—mowing parks or recreation areas		
Leaf collection in season		
Brush collection		

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<b>City</b>	<b>McMinnville</b>
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Email Address</b>	
<b>Contact Phone</b>	
<b>Total miles of city streets maintained</b>	
<b>Total Paving Budget (FY2010)</b>	
<b>Total Street Budget (FY2010)</b>	
<b>Total State Street Aid (FY2010)</b>	

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have)</b>	<b>How much time on these duties?</b>
Street Right-of-way trash removal (litter collection)		
Sign maintenance		

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Vehicle and equipment maintenance and repair for streets duties		
Clean stormwater street drains		
Facility maintenance for city and others		
Cemetery maintenance		
Traffic signal maintenance		
Park maintenance—mowing parks or recreation areas		
Leaf collection in season		
Brush collection		

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<b>City</b>	<b>White House</b>
<b>Contact Name</b>	<b>Warren Garrett</b>
<b>Contact Title</b>	<b>Interim Public Works Director</b>
<b>Contact Email Address</b>	<a href="mailto:wgarrett@cityofwhitehouse.com">wgarrett@cityofwhitehouse.com</a>
<b>Contact Phone</b>	<b>(615) 672-0215</b>
<b>Total miles of city streets maintained</b>	<b>50</b>
<b>Total Paving Budget (FY2010)</b>	<b>Falls under Engineering budget, not street department</b>
<b>Total Street Budget (FY2010)</b>	<b>\$168,803</b>
<b>Total State Street Aid (FY2010)</b>	<b>Engineering budget</b>

<b>Position</b>	<b>Full-time/Part-time (N/A if city does not have) 2 full time 1 part time who works with sanitation</b>	<b>How much time on these duties? Street vs. sanitation share some duties</b>
Street Right-of-way trash removal (litter collection)	2	Sanitation department 40 hours week
Sign maintenance	2.5	Sporadic as necessary 41 hours since beginning of fiscal year

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Vehicle and equipment maintenance and repair for streets duties	NA	Contracted out
Clean stormwater street drains	2.5	120 hours per week
Facility maintenance for city and others	NA	Codes, Planning
Cemetery maintenance	NA	Parks and Rec
Traffic signal maintenance	NA	Codes, assistance
Park maintenance—mowing parks or recreation areas	NA	Parks and Rec
Leaf collection in season	1	Sanitation- 20 hours week
Brush collection	1	20 hours week