

STREET SUPERINTENDENT JOB DESCRIPTION OCONTO FALLS, WISCONSIN

Updated 4/9/2022

GENERAL SUMMARY:

The Street Superintendent is responsible for the overall management of all public works operations, (except those that fall under the jurisdiction of the Utility) including but not limited to streets, fleet maintenance, garbage pickup, recycling, snow removal, construction oversight, and municipal building maintenance. The Street Superintendent reports directly to the City Administrator. The Street Superintendent works closely with the Elected and Appointed Officials, city and utility staff, contractors, and the general public. This full-time position is supervisory and hourly. Wage will be based on qualifications.

1. EDUCATION AND EXPERIENCE REQUIREMENTS:

- A. High school degree or GED required. Prefer associates or bachelor degree with public works/engineering concentration; or any combination of education and experience that provides the necessary knowledge, skills and abilities.
- B. Seven years of related experience in the public works field including employee management and supervision.
- C. Knowledge and experience in public works budgeting and financial control.
- D. Strong oral and written communication skills and analytical abilities.
- E. Must obtain and maintain a CDL with ABC endorsements.
- F. Requires working knowledge and ability to use surveying and leveling equipment. Incumbent must have the ability to read and interpret blueprints.

2. PHYSICAL REQUIREMENTS:

Work is generally performed in all climates experienced in Northeastern Wisconsin and minimal office work. May at times call for physical exertion up to six or more hours to obtain objective. Activities include written and verbal communication with Council Members and citizens, and frequent communication with employees, consultants, and the management staff. Requires ability to present information in a formal setting to the Mayor, City Council, City Administrator, Courts, and members of the public. Some use of computers to analyze data, produce reports, and formal, professional correspondence. Uses the telephone extensively to communicate with numerous parties to address concerns and issues. Must have ability to sit or stand for long periods of time. Must have physical strength to lift heavy items up to 75 pounds repetitiously.

3. **DUTIES, POWERS AND RESPONSIBILITIES:**

- A. The duties and responsibilities of the Street Superintendent include directing the effective and efficient performance of the Street Department employees and coordinating and expediting all City services, functions and programs.
- B. Directing such studies as are necessary to determine the most economical and efficient operation of public works programs when deemed necessary.
- C. In addition to management duties performed by Superintendent, incumbent will also strive to spend a majority of each day working with the street department employees maintaining City streets, sidewalks and public property.
- D. The Street Superintendent shall be responsible for all day-to-day operations and services provided by the street department, including supervision of all street department employees in the monitoring and enforcement of all City Ordinances, Resolutions, State Statutes, Federal laws, administrative rules, and Council directives. This includes, but not limited to, filing Federal, State, or County reports as required to maintain or increase revenue sources.
- E. The Street Superintendent shall establish and implement administrative procedures to increase the effectiveness and efficiency of the street department which are fully consistent with approved policies established by the Common Council. The Street Superintendent shall be responsible for the development of policies and procedures to ensure the security of City property.
- F. Superintendent will participate in a standby program to assist with after-business-hours situations.
- G. Enforce City Personnel Rules and Regulations as approved by the Common Council. This includes recommending revisions to personnel policies when necessary, evaluating, in conjunction with the City Administrator, the performance of employees on a regular basis and recommending to the City Administrator the promotion, and when necessary, the reprimanding, suspension or termination of street department employees.
- H. The Street Superintendent shall verify the accuracy of time sheets turned in by street department employees. The incumbent shall implement safety policies and procedures.
- I. Street Superintendent shall strive to maintain the most efficient department possible with the ultimate goal of saving the city taxpayers money.
- J. Maintain a positive public image and demonstrate a professional level of interaction with City residents, vendors and others both in and out of the organization.

- K. Plan, direct, and inspect the repair and maintenance of streets, curbs and gutters, signage, storm sewers, and sidewalks.
- L. Street Superintendent shall have overall responsibility to maintain parks, except those duties assigned to the Park and Recreation Director. Street Superintendent will be responsible to handle extraordinary circumstances.
- M. Incumbent will attend all regular scheduled meetings of the Common Council and have a report ready for Council packets by 12 noon on the Friday before the scheduled meeting. Superintendent may from time to time be required to attend special Common Council Meetings and/or Committee Meetings as requested by the City Administrator.
- N. Other duties as assigned by the City Administrator.

CITY OF OCONTO FALLS, WISCONSIN
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