



## Position Description

<b>Job Title</b>	Street Superintendent
<b>Department</b>	Public Works
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

### Scope of Work

This position supervises and coordinates the work of employees engaged in the operation of and repairs to streets, parking lots, alleys, storm and sanitary sewers, traffic control devices, sidewalks and related equipment. This position also supervises and coordinates the work of the Waupaca Regional Recycling & Compost facilities.

### Supervision

<b>Received</b>	Director of Public Works
<b>Exercised</b>	Supervises up to 15 full time (or full time equivalent) employees.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Prioritizes, schedules and supervises daily work and seasonal projects; trains employees and instructs on safety procedures; adjusts work schedules as necessary to accommodate weather changes and other demands; communicates with other City departments as needed.
- Schedules and supervises snow and ice removal operations; assists with budgeting for needed supplies and equipment.
- Schedules and supervises waste and recycling pickup.
- Assures that necessary equipment and supplies are available and in safe working order; schedules needed repairs with Mechanic or outside vendor; arranges and approves purchases.

- Prepares and maintains Department records including work schedules, timesheets and payroll, monthly fuel reports, repair projects, billings, purchase orders, etc.
- Assists other departments as needed; assigns employees to work on projects.
- Performs other duties as assigned by the Director and assumes lead in Director's absence.
- Responds to inquiries and complaints from citizens in a polite and professional manner.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school plus additional year of technical training in road maintenance and construction, plus at least 4 years of experience in road construction and maintenance operations, including some supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Department policies, practices, procedures and services.</li> <li>• Recycling and landfill regulations.</li> <li>• Applicable codes, ordinances and safety regulations pertaining to general construction, utilities and street maintenance, and the operation of heavy equipment.</li> <li>• The use and operation of various types of specialized equipment.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Assign and supervise the work of others, including outside contractors.</li> <li>• Organize and prioritize workload and projects.</li> <li>• Assure that assigned crews perform work effectively and efficiently and that assigned projects are timely and properly completed.</li> <li>• Assure that issues and complaints are handled and remedied to the reasonable satisfaction of all involved.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, employees and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• The use of construction equipment, tools and supplies.</li> <li>• Oral and written communications.</li> <li>• Public relations.</li> </ul>

**Necessary Special Requirements**

Valid Wisconsin driver's license; Commercial Driver License (CDL) within 6 months of hire, including endorsements for air brakes, tankers and 26001 lbs (ABCDN); First Aid and CPR certification.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various types of construction equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- The employee may be exposed to adverse weather and other unpleasant conditions, including heat, cold, wetness and humidity; dim or bright lighting, dust, odors, noise, vibration, smoke, toxic agents, electrical currents, heavy machinery, violence and disease.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb, balance, bend, stoop, kneel, crouch, crawl and smell.
- The employee must frequently lift and/or move in excess of 50 pounds.