

Job Description

Superintendent of Public Works

- a.] Hiring. The hiring of the Superintendent of Public Works shall be approved by the Board of Public Works and the Common Council.
- b.] Definition. This position is responsible for the supervision of street personnel on a day-to-day basis.
- c.] Duties, Responsibilities, and Work Performed.
1. Plan, direct, and inspect the repair and maintenance of streets, curb & gutter, storm sewers, sidewalks, streetlights, and traffic signals.
 2. Supervise plowing of snow and all phases of snow and ice control on City streets, alleys, sidewalks, and public parking lots.
 3. Plan and supervise the operation of the municipal garage and the repair and maintenance of City and Utility vehicles, machinery, and equipment and responsible for related records.
 4. Schedule the daily and weekly jobs of the Street employees and make necessary modifications due to emergencies.
 5. Supervise City construction teams in the field during in-house construction projects.
 6. Plan, direct, and supervise the repair and maintenance of all official City sign use and traffic control marking, to be done in compliance with the State Traffic Code and local Ordinances.
 7. Responsible for all requirements set forth by the DWR; including but not limited to wetlands, BMPs, floodplain, and stormwater management
 8. Perform construction administration
 9. Perform the duties of job safety officer.
 10. Help as needed with the Parks Department, Library & Airport.
- d.] Knowledge, Skills, and Abilities.
1. Ability to follow oral and written orders.
 2. Ability to establish working relations with employees and supervisors.
 3. Ability to communicate effectively with the general public, City officials and employees.
 4. Ability to read and interpret plans, specifications and blueprints related to street construction.
 5. Ability and experience in a computer environment.
 6. Ability to assist in negotiating and processing change orders and pay estimate requests and provide administrative duties during construction projects.
- e.] Desirable Training and Experience.
1. Familiar with State Statutes, Wisconsin Administrative Codes and local Ordinances.
 2. Possess a working knowledge of all facets of street and utility construction.
 3. Possess a working knowledge of wastewater treatment and water works.