

**PUBLIC WORKS DEPARTMENT
STREET DIVISION
JOB DESCRIPTION**

STREET SUPERINTENDENT

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Oversees the functionality, appearance and safety of city streets, parking lots, right of ways, cemeteries, and buildings/grounds. Additional areas of oversight include storm sewer, street lighting, traffic signs and signals, and vehicle repair. Directs the work of street division employees. Leads maintenance and construction projects.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Hires, directs and coaches staff for optimal team performance. Creates a positive team culture that reflects the City's values listed in the last section. Holds employees accountable for division work standards and takes appropriate actions when standards are not being met.
- 1.2 Oversees construction and maintenance work to ensure high quality work is being performed in an efficient manner.
- 1.3 Prepares annual, monthly and weekly work plans to maximize team productivity.
- 1.4 Prepares requests for proposals (RFPs) for contract services and oversees contract work.
- 1.5 Coordinates the purchasing of equipment and supplies.
- 1.6 Prepares division budget for approval by Public Works Director and works within confines of the budget. Advances ideas to improve services and/or reduce costs.
- 1.7 Provides a safe work environment for employees through development of training programs, maintenance of Materials Safety Data Sheets, and supervision of proper use of safety equipment.
- 1.8 Reports as needed "on call" for weather-related and other emergencies and coordinates team response. Serves as a member of the City's emergency response team.
- 1.9 Responds to requests for service from residents, businesses or contractors. Uses problem-solving skills to resolve issues to customers' satisfaction. Handles escalated customer

complaints in a professional manner. Works with other City departments in a customer-oriented manner.

1.10 Manages cemetery operations, including selling lots and managing cemetery records.

1.11 May occasionally perform work requiring the use of heavy equipment.

1.12 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of a wide range of intellectual and practical problem solutions, nonverbal symbolism, comprehend most abstruse concepts. Arithmetic calculations involving fractions, decimals, and percentages, area, discounts, circumference, and volume. Thorough knowledge of equipment, materials, and procedures used in street repair, maintenance, and construction.

Skill in the operation of listed tools and equipment.

Ability to compose original correspondence, follows technical manuals, and has increased contact with people. Ability to read and interpret cemetery rules and communicates these rules to the public. Ability to communicate effectively, verbally or in writing, with suppliers/vendors-general public- Federal/State governmental or regulatory agencies. Ability to organize and supervise the activities of various crews performing construction and maintenance work. Ability to establish and maintain effective working relationships with employees, other departments, and the public. Employee will be familiar with details of job to do it reasonably well within one year.

TOOLS AND EQUIPMENT USED:

Shop equipment, welder, cutting torch, heavy equipment, trucks, snow blower, street sweeper, power mower/chopper, copy machine, computers, riding lawn tractor/mower, power paint equipment, and telephone.

CONFIDENTIAL DATA:

Confidential information about employees and cemeteries.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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.

While performing the duties of this job, employee constantly walks; drives motor vehicles; drives heavy equipment; grasps; holds; uses repetitive movements, uses eye-hand coordination, hears; talks; uses the telephone; has contact with general public/customers. Employee frequently stands; sits, reaches, tastes or smells, stoops, kneels, crouches, or crawls. Employee occasionally climbs stairs; climbs ladders.

Employee must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, and
2. Related work experience of 5 to 7 years, or
3. Desired: Associates Degree or Technical College training in a related field
4. Any equivalent combination of education and experience.
5. Valid Wisconsin driver's license, CDL with B, C, D endorsements, including air brakes.
6. Must successfully complete a background investigation and drug screening to be eligible for the position.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to dirt, noise, temperature extremes, storms and other weather extremes, dampness, fumes, vibrations, equipment movement hazards, traffic hazards, dangerous chemicals/solvents, electrical shock, significant work pace/pressure when performing daily tasks. The employee may be required to go into confined spaces or work in high places.

POSITION ACCOUNTABILITY:

Reports To: Public Works Director.

Supervision Exercised: Supervises all street, and cemetery employees. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending transfers/promotions of employees, recommends discipline, recommends discharge, and recommends salary increases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 3/27/01

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