

Revised: 11/08/2021

CITY OF FENNIMORE

POSITION DESCRIPTION

General information

Position Title: Street Superintendent

Appointing Authority: Personnel Committee

Confirming Authority: City Council

Position Reports To: Director of Public Works

Position Supervises: Street Department staff

Job Location: City of Fennimore, Street Shop

Full or Part-Time: Full-Time

Working Hours: May vary, generally 7 a.m. to 3:30 p.m.

Salary or Hourly: Hourly, Non Exempt

Represented By: Not Applicable

SUMMARY

The Street Superintendent serves the City of Fennimore to provide safe and well maintained city infrastructure and buildings. May also provide assistance to other City departments as necessary. This employees is a representatives of the City of Fennimore and must be willing to conduct themselves with integrity in a positive and respectful manner at all times.

This position is responsible for supervising between three and seven employees and coordinating the operations within the Street Department, including street, sidewalk and stormwater construction and maintenance, maintenance, sign maintenance and municipal facility maintenance, including pool, parks and buildings. This position will assist the mechanic and Director of Public Works with the purchasing of equipment. This position will also assist the Director of Public Works with planning and coordinating the programs and services of the department, training department employees, formulating department goals and short/long range plans, preparing and administering the department budget, meeting management, and establishing standard operating policies and procedures for the department.

LEVEL OF RESPONSIBILITY

Performs under the direction and general supervision of the Director of Public Works, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Division. Provides direct supervision to the Public Works Crewpersons, and other limited term employees as applicable. Provides indirect supervision of all other seasonal employees when assigned to work within the Division, including cemetery personnel.

ESSENTIAL FUNCTIONS

1. Plans and organizes workloads and staff assignments and supervises employees to ensure safety, efficiency, and compliance with established policies and procedures, work methods, and internal rules.
2. Administers City personnel policies within the Street Department including the hiring and training of employees, conducting performance evaluations, investigating and responding to grievances, recommending necessary employee counseling, and utilizing City disciplinary process from written reprimand through a recommendation for discharge in compliance with appropriate standards, rules, and policies.
3. Assists the Director in coordinating the work of contractors and conducts field inspections of public works and utilities construction projects.

4. Assists in preparing and administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
5. Maintain inventory of streets, facilities, and assists the mechanic in the replacement of vehicles, and equipment in order to recommend replacement within the 5-year capital improvement plan.
6. Responsible for preparing project material and cost estimates, and preparing project completion job ticket to include materials/inventory used and equipment and employee hour summary.
7. Works safely at all times.
8. Understands and follows all safety rules, practices and procedures. Sets positive example for all employees to work in compliance with accepted safety standards to foster a hazard-free environment for employees and the public.
9. Operates various pieces of heavy equipment such as plow trucks, dump trucks, street sweeper, end-loader, backhoe, roller, tractors and others.
10. Uses hand tools and power equipment such as chain saws, mowers, edgers, skid-steers and others.
11. Performs light mechanical work on equipment and small engines.
12. Performs a variety of manual labor tasks including patching streets, cleaning gutters, culverts, catch basins, mowing, tree planting, trimming and removal, etc.
13. Paints directional signs on streets, barricades, parking stalls, centerlines, curbs and crosswalks.
14. Performs snow maintenance work such as plowing, salting and sanding City streets, sidewalks and parking areas.
15. Assists in sidewalk, curb and gutter and storm sewer construction, repair and maintenance work.
16. Assists in street construction, repair and maintenance work.
17. Installs street signs, directional signs and informational signs.
18. Performs buildings and grounds maintenance as necessary.
19. Performs repairs and maintenance at recreational facilities including swimming pool and parks.
20. Attends meetings and schools as required by the Director of Public Works or City Council.
21. Responds to customer inquiries and complaints.
22. Accepts duty assignments for nights, weekends and holidays and call-in for emergencies, including snow plowing.
23. Performs such other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and equipment used in street maintenance department operations including street and sewer maintenance, collection of brush, compost site, snow and ice control and removal, and sign maintenance.

Skill in organizing, directing, and supervising employees. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment, computer equipment, and required software.

Ability to work outdoors in varying weather conditions. Ability to work independently and make decisions regarding the application of division and department policies. Ability to process confidential information with discretion. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests.

REQUIRED MINIMUM QUALIFICATIONS

1. Graduation from high school or equivalent; and
2. A minimum of three years of progressively responsible public works experience; or

3. An equivalent combination of experience and training which provides the required knowledge, skills and abilities.
4. Possession of a valid Wisconsin driver's license.
5. Possess a commercial driver's license with air brake endorsement valid in Wisconsin.
6. Ability and willingness to follow all safety rules and procedures.
7. A sincere attitude of teamwork, and a commitment to community service.
8. Thorough knowledge of the methods, materials, equipment, and vehicles used in performing the essential functions of this position.
9. Strong internal and external customer service skills.
10. Strong attention to detail.
11. Thorough knowledge of occupational hazards and safety precautions.
12. Skills and abilities required to safely and effectively operate the equipment and tools utilized in performing the essential functions of this position.
13. Ability to communicate effectively with fellow employees, supervisors and the general public.
14. Effective knowledge and ability to use various computer-based equipment and programs including word processing and Excel, and cell phones.
15. Demonstrated aptitude for the work to be performed.
16. Strong math skills.
17. Ability to accept and give direction and operate under broad supervision, often independently.
18. Meet DOT hearing standard requirements.
19. First aid certification including competency in CPR.
20. Willingness and ability to respond to after-hour calls in less than 30 minutes.
21. Willingness to attend training away from city property as required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

May include physical activities such as stooping, kneeling, crouching, standing, walking, lifting, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, and performing repetitive motions. May require occasional lifting of heavy objects weighing approximately 50 lbs. May be exposed to extreme weather conditions such as heat, cold, wind, rain and snow. Occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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.

NOTES

1. The job duties listed herein are intended only as illustrations of the 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 a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities. The City is an Equal Opportunity Employer.
3. 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. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the City of Fennimore.

Dated this _____ day of _____, 20__.

Employee Signature

Department Head Signature