

## **TOWN OF PLEASANT SPRINGS JOB DESCRIPTION SUPERINTENDENT PUBLIC WORKS**

**REPORTS TO:** Superintendent Public Works reports to the Town Board and shall carry out the directives of the Board as assigned.

**CLASSIFICATION:** Full time, hourly wage, benefits

**JOB SUMMARY:** This position includes supervisory, administrative and professional work in planning, budgeting, organization and directing the operations of the town and employees within the Department. Position requires the Superintendent to be able to work along with the employees as assigned to complete work within the day-to-day activities of the department.

The applicant requires the knowledge of department administrative project planning, development and implementation of department budgets and reports, track budget, maintenance processes and procedures associated with the operation of the department. Knowledge of associated town, county and state road and equipment safety procedures to effectively manage and support operations of the Public Works Department.

This position requires a Superintendent that must be self-motivated and provide good communication skills, have the ability to work outdoors in all weather conditions, use a high degree of independent judgment with the ability to make appropriate decision regarding priorities and operations. This position is on call 24 hours/day for snow removal and emergency responses. The position requires attendance at daytime and evening meetings as necessary to support departmental activities.

### **Supervisory Responsibilities**

1. Employees:
  - a. Supervise all work activities including those specified within the Public Works Operation Manual are being completed.
  - b. Lead and direct Public Works employees to insure all work responsibilities are being completed to meet the requirements of the town and its' members.
  - c. Lead, direct, coach and develop public works employees which include self for day-to-day operations as well as emergency operations.
  - d. Approve time off and overtime work load.
  - e. Provide orientation and training for new employees to enable high quality and efficient department operation.
  - f. Assist Board in conducting employee interviews and evaluations as directed.
  - g. Employee evaluation(s)-Due September 1<sup>st</sup> each year. Provide recommendations to Board.
  - h. Perform all duties per designated position.
  - i. Identify, develop and provide training on safety practices, operational work rules related to a position and track safety issues.

2. Board:
  - a. Communicate Public Works Memo items submitted to Board agenda, discuss items with the assigned Town Board Supervisor prior to the board meeting, to communicate additional detail.
  - b. The Board and/or Superintendent may request Superintendent to attend a Board meeting(s) to clarify Public Works memo item(s) or a quarterly budget report.

#### **Administrative – Planning and Budgets:**

1. Develop and maintain a public works operations manual detailing all required activities of Public Works employees.
2. Prepare all necessary correspondence, memorandum, reports, process improvements, recommendations and corrective actions necessary as required for activities within the department.
3. Town Policies - Establish and enforce, methods and procedures and oversee compliance of all mandates for department activities to ensure safe and effective operations.
4. Permits: Issue driveway/culvert permits, review and complete IOH requests.  
*Review, Document, Approve all permits. Submit copy to Clerk/Treasurer office.*
5. Respond to inquiries and complaints from the general public, Clerk staff and Board regarding department budgets, permits, activities and operations.
6. Demonstrate compliance with Town, State, County, and Department of Natural Resource procedures, regulations and specifications
7. Ability to evaluate, organize, prioritize and track complex issues/projects over time.
8. Public Works Memo to be submitted to the Town Clerk/Treasurer – Bimonthly, prior to the Friday prior to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month.
  - a. Provide detailed information or correspondence as necessary on current/future project work/needs/issues for Board knowledge and/or approval.
9. Budgets:
  - a. Quarterly Budget Reports – Due the 1<sup>st</sup> of December, March, June, September.
  - b. Yearly – Due September 1<sup>st</sup> of each year – Future year(s) budget items.
10. Act as the Town Weed Commissioner, as appointed per Town Ordinance.

#### **Infrastructure – Maintenance - Preventative Maintenance - Repairs and Construction**

*Prepare budget requests, capital purchases and projects in conjunction with the Town's established annual budgeting process.*

1. Roads and Streets:
  - a. Coordinate the design, bidding, construction and inspection of departmental projects.
  - b. Coordinate and oversee the work of contractors performing work for the Town to ensure work quality and contract specifications are being met.
  - c. Signs - street signs and markings, parks, structures, etc.
  - d. Prepare and maintain long term maintenance, financial and capital project plans for the department; including road maintenance and construction, culvert replacements and other items as deemed necessary by the department.
  - e. Review plans and specification for private construction and maintenance projects; monitor progress, provide information and assistance as necessary to

- the Contractor and keep the assigned Supervisor and/or Board informed. Provide information on items to the Town Board for necessary correspondence and approvals.
- f. Maintain necessary records for Department as required by state statute and other regulatory bodies.
2. Machinery and equipment used within the department activities.
    - a. Prepare and maintain long term maintenance, financial and capital project plans for the department; including vehicle and equipment acquisition and others as deemed necessary by the department.
    - b. Maintain necessary records for public works as required by state statute and other regulatory bodies.
  3. Buildings, and Grounds: Yearly review of the towns buildings and parks interiors and exteriors, and items within, such as furnaces, air conditioners, water softener, windows, plumbing fixtures, lighting fixtures, thermostats, etc. and all other building facilities as necessary.
    - a. Maintain necessary records for public works as required by Town Board for budgetary needs.

#### **Experience – Training – Qualifications**

1. Have a minimum of 5 years of experience in public works, street department or a related field of work thereof with a minimum of 1+ years of supervisory and/or administrative experience in public works, street department, related field of work and/or a combination thereof.
2. Proven ability to work effectively independently, under deadlines, and in a diverse workplace required.
3. Excellent verbal and written communication skills and interpersonal skills.
4. Familiarity in the development and presentation of Public Works training procedures.
5. Familiarity with, and ability to interpret State of Wisconsin, Dane County and Department of Natural Resource procedures, regulations and specifications.
6. Effective understanding and communication of information contained within memos, bulletins, training materials and reports.
7. Must possess and maintain a valid Wisconsin driver's license.
8. Must possess and maintain a valid Wisconsin Class B CDL minimum.
9. Must be willing to attend workshops, ETN sessions, other available educational and information training classes as needs arise or as assigned by Board Supervisor.
10. Must have the ability to effectively communicate information and ideas with employees, Board members and the public in-person, on the telephone and electronically.
11. Effective in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
12. Perform other duties as assigned.

THIS POSITION DESCRIPTION IS INTENDED ONLY AS ILLUSTRATIONS 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 OF THE POSITION. IT DOES NOT CONSTITUTE AN

EMPLOYMENT CONTRACT AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER OR REQUIREMENTS OF THE POSITION CHANGE.

**Physical Requirements:**

- Office/field workers whose positions include light to considerable physical activity.
- Work is fairly active and may require lifting of objects up to 50 pounds.
- Work may involve considerable bending, squatting, stooping, twisting, reaching, walking, standing and working at heights and/or on irregular surfaces.

Reviewed by:

Date: