

City of Adams

Position Description

Position Title: *Street Superintendent*

Department: *Public Works*

Date: *Adopted 07/15/02*

Amended: *3/2/2020*

Reports to the Mayor and/or Public Works Committee

Purpose of Position

The purpose of this position is to supervise, plan, schedule, coordinate and perform various functions of the Department of Public Works.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct supervision of Wastewater Treatment Plant Operator, Mechanic, and all other Public Works' Crewmen.
- Plans, establishes and assigns all work duties to ensure completion of projects in an efficient and effective manner.
- Monitors work and ensures adherence to proper methods and procedures.
- Organizes future project assignments and staffing levels to assure proper employee/work ratio. Maintains a schedule of upcoming projects.
- Responsible for staffing levels/changes, including, but not limited to, interviewing, hiring, promotion, transfer, discipline and discharge of employees.
- Advises the Mayor and/or appropriate committee(s) on Public Works' issues, including project progress, staffing levels/changes, and other information as required.
- Monitors and reviews progress reports, schedules revisions, anticipates problems, costs trends and budget expenditures.
- Responsible for contract administration of all Public Works' functions, including participation in the grievance procedure.
- Develops General Fund Program for Streets, Solid Waste/Recycling, Parks and Forestry. Responsible for Purchasing within these programs.
- Implementation and maintenance of PASER road surface evaluation and rating system.
- Research, write and administer grants for Public Works' projects.
- Handles citizen complaints and presents claims to the appropriate committees.
- Provides information to the public regarding Public Works' projects.
- Ability to work effectively and communicate with people at various levels, both within and outside the organization.

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Minimum Training and Experience Required to Perform Essential Job Functions

Knowledge of supervising and performing public works operations, facilities and procedures. Knowledge of equipment maintenance, methods and procedures, including both preventive and corrective techniques. Duties require work outside and beyond the normal workday hours, including holidays and weekends. Minimum qualifications include a valid Wisconsin commercial driver's license with appropriate endorsements. Water Certification – grade 1 preferred or able to obtain within six (6) months from date of hire, and Wastewater Certifications - Biological Solids/Sludge Handling, Processing & Reuse – Basic, Biological Treatment: Suspended Growth Process – Basic, Disinfection – Basic, Laboratory – Basic, Nutrient Removal: Total Phosphorus – Basic, Solids Separation – Basic, preferred or able to obtain within two (2) years from date of hire. Three years of supervisory experience and demonstrated work ethic, motivational, organizational and communication skills.

Knowledge, Skills and Abilities

- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Thorough knowledge of the principles, practices and equipment used in public works' operations
- Skilled in organizing varied functions and supervising employees; communicating clearly and concisely, both verbally and in writing, with employees, the general public and outside agencies.
- Ability to develop and maintain necessary records and prepare related reports; work with limited supervision and make independent decisions regarding work procedures; work outdoors in extreme weather conditions; work beyond normal workday.
- Knowledge of Microsoft Office Programs
- Ability to obtain FEMA ICS & IS Training (ICS 100, 200, 300, 400, IS 700 and IS 800) within twelve months of hire.