

**City of West Bend
Position Description**

Name:	Department: Public Works
Position Title: Public Works Operations Superintendent	Pay Grade: J FLSA: Exempt Emergency Personnel: YES
Date:	Reports To: Director of Public Works

Purpose of Position:

The Public Works Operations Superintendent is a full-time position in the Public Works Department, responsible for providing supervisory direction, management, organization and control as well as economically direct assigned employees and assets. The person in this position shall exercise independent judgment and discretion, and demonstrate strong ethical, professional, and service-oriented leadership. This person must possess and use excellent communication skills to set goals for the department and the employees of the Public Works Department.

Essential Duties and Responsibilities include, but are not limited to:

An employee in this position may be called upon to perform any or all of the following duties and tasks:

(This list does not include all tasks an employee may be expected to perform.)

- Perform evaluations for all Public Works employees on a regular basis to assess their performance on previously set goals.
- Work closely with the Director of Public Works to coordinate timely project schedules, including monitoring daily communications with regard to emails relating to the Public Works Department.
- Assist with annual operating and capital improvement budgets and ensure these budget parameters are met.
- Maintain and monitor a safety program for the Public Works employees.

- Assist with the interview process for prospective full and part-time employees of this Department.
- Plan, assign and manage the daily work of assigned personnel in this division.
- Be available to respond to emergencies 24 hours a day, 7 days a week. Resolve emergency or delegate another crew member to respond and resolve emergency situation.
- Oversee all inventory control within the Public Works Department
- Assign and monitor Sanitation crews to ensure adequate refuse collection for the residents of the City. Respond to complaints and resolve issues relating to missed pick-ups or other collection problems.

- Coordinate curbside leaf collection program, to include disposal of leaves. Allocate adequate personnel and equipment to pick up leaves as quickly and efficiently as possible.
- Coordinate curbside brush collection program. Allocate adequate personnel and equipment to ensure pickup of brush on designated brush collection dates.
- Coordinate adequate staffing and oversee personnel assigned to Organics Drop Off Yard at the Municipal Garage. Ensure that dumpsters, packers and recycling receptacles are emptied in a timely and efficient matter.
- Assign personnel to work with contractors at the Shuster Drive landfill and to maintain buildings and grounds of landfill to ensure that all regulatory obligations are met.
- Work with the Engineering Department to ensure construction projects meet expectations set forth by the City of West Bend.
- Respond to and resolve customer complaints with urgency.
- Maintain an efficient operating storm sewer system through routine repair, replacement and maintenance. This may include underground locating of storm sewer.
- Oversee all aspects of street maintenance (ex: pavement marking, pothole repairs, concrete and asphalt repair/replacement, seal coating, chip sealing, etc.).
- Oversee traffic signal maintenance, street light repairs and replacement.
- Monitor road conditions during the winter snow maintenance season. Work with the Police and Fire Departments during heavy snow conditions to ensure timely emergency response.
- Maintain an adequate supply of salt for the winter season.
- Oversee snow hauling operations as needed.
- Manage daily work assignments of Master Electrician.
- Coordinate and communicate with contractors that are hired for snow removal in the alleys, cul de sacs, parking lots and downtown.
- Oversee traffic sign and street name sign installations (new), maintenance and/or replacement.
- Monitor seasonal equipment before, during and after use to ensure the equipment is in good operating condition at all times.
- Work with Fleet Maintenance Superintendent on specifications for new equipment and training for use of new equipment.
- Maintain a routine and an emergency street sweeping program.
- Work with all or any organizations affiliated with festivals, parades and special events.
- Insure that all positions within the Public Works Division are cross-trained.
- Assist with Grants for applicable divisions. Also assist with MS4 Permit.
- Record and maintain accurate and up to date records within the division.
- Communicate effectively and efficiently with various personalities, positions, and levels of management to include:
 - Office staff, Division Superintendents and Public Works personnel, other Department Directors/Managers, Director of Public Works, Contractors, Citizens, Common Council, Mayor, etc.

Minimum Qualifications Required:

- High School Diploma or GED required.
- Valid Wisconsin Driver's License and good driving record.
- Wisconsin CDL with proper endorsements
- First Aid/CPR
- Fork Lift Certification
- Competent Person Training preferred.
- Confined Space Training preferred.
- Ability to use office equipment, to include computers, phones, email, etc., required.
- 2 years experience with concrete and asphalt street repairs, to include storm sewer repairs and replacements required.
- 2 years experience with dump truck operation.
- 1 year experience with traffic signal troubleshooting required.
- 1 year experience operating Commercial Mulch Grinder required.
- 1 year experience with Municipal Street, Sanitation and Snow Plow Operations required.
- 1 year experience with employee supervision required

Other Abilities Skills and Knowledge:

- Teach and train employees within the Public Works Division.
- Ability to repair asphalt and concrete roadways, sidewalks, curbs, etc.
- Ability to replace, repair and restore all aspects of the storm sewer system.
- Ability to safely operate all equipment within the Public Works Department.
- Assign tasks and supervise employees.
- Estimate personnel and time requirements.
- Understand and follow written and oral directions.
- Build constructive relationships with other departments, employees, citizens, contractors and the general public.
- Analyze and prepare sound recommendations for the solution of difficult problems.
- Speak and write effectively.
- Motivate and promote a team atmosphere in the division.
- Lead by example with a positive attitude.
- Act swiftly with employee complaints to arrive at a mutually agreeable resolution.

Environmental Adaptability

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, sit and use hands to handle or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, climb or balance, bend, lift, carry, push, pull, stoop, kneel, crouch, crawl, twist and smell. The employee must be able to coordinate eyes, hands, feet and limbs in performing skilled movements. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

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 essential functions. While performing the duties of this job, the employee frequently works in outside conditions. The employee occasionally works near moving mechanical parts, in high, precarious places, and is frequently exposed to wet/or humid conditions, and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. The noise level in the work environment is usually loud and at times very loud.

Work is performed both in an office environment and outside in varying weather conditions with hazards associated with building sites.

The City of West Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Director of Human Resources

Date