

Public Works Superintendent – Job Description

Position Title: **Public Works Superintendent**

Department: Public Works

Salary Grade: \$95,000–\$115,000 (starting based on experience)

SUMMARY / OBJECTIVE

The Public Works Superintendent performs complex supervisory, administrative, and professional work in planning, organizing, directing, and overseeing the Public Works Department. Areas of responsibility include environmental services, streets, stormwater management, traffic control, lighting, and other public works projects and programs.

SUPERVISION

This position operates within a team environment, with the Village Manager serving as team leader. It is an executive-level role requiring a high degree of independent decision-making, judgment, and problem-solving across a wide range of situations. The Superintendent must be available at all times to advise department personnel and is responsible for ensuring that procedures are followed during all departmental activities, including sewer issues, snowstorms, and other events.

The Superintendent supervises all department employees and must be knowledgeable about all positions. The role requires regular interaction with other department heads, Trustees, public officials, public works officials from other municipalities, government agencies, engineering firms, and contractors.

MAJOR DUTIES (Essential Job Functions)

- Oversees daily operations of all public works divisions; monitors all ongoing activities and coordinates them to achieve departmental goals.
- Ensures required departmental duties are completed; prioritizes service requests and integrates them with scheduled responsibilities.
- Monitors employee performance, corrects inefficiencies, and provides direction to meet departmental objectives.
- Keeps the Town Manager informed regarding key projects and problem areas.
- Plans future projects, establishes priorities, adjusts schedules as conditions change, and develops cost estimates for budgeting.
- Prepares annual operating and capital budgets for Highway, Wastewater, and the Community Center; analyzes operations to ensure efficient use of financial resources; approves payroll and accounts payable.
- Works with engineering firms on Village projects and evaluates consultant recommendations in the best interest of the Village.
- Coordinates with public works officials from other municipalities, government agencies, and contractors.
- Promotes a collaborative team environment.
- Oversees refuse and recycling operations and manages the department fleet.
- Ensures a safe work environment through training, procedures, and compliance with safety standards.
- Remains on call 24/7 to address questions and issues.
- Attends monthly Village Board meetings and provides written and oral reports.

- Establishes guidelines, procedures, and standards for employee safety.
- Manages procurement of supplies, equipment, and vehicles through public bidding.
- Prepares bids and specifications for projects.
- Attends stormwater management training through the MC Coalition.
- Other duties as assigned by the Village Board and Village Manager.

WORK ENVIRONMENT

Work is performed primarily in an office setting, with outdoor work required for inspections of land-use developments, construction sites, and public works facilities.

The employee may work in adverse weather conditions and near moving mechanical parts, at heights, or in environments with fumes, airborne particles, chemicals, electrical hazards, or vibration. Work on sewer main systems may involve exposure to biological hazards.

Noise levels are typically moderate but may be loud when operating equipment.

PHYSICAL REQUIREMENTS

The position occasionally requires heavy physical effort and may involve working under adverse conditions at any hour, including extended periods during snowstorms, severe weather, sewer emergencies, and similar events.

Physical requirements include standing, walking, using hands and fingers to operate tools and equipment, reaching, sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, and smelling. The employee must occasionally lift or move objects up to 50 pounds.

Vision requirements include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. A physician's physical examination is required.

RECOMMENDED MINIMUM QUALIFICATIONS

- Bachelor's-level coursework preferred but not required.
- Minimum of two years of related public works, management and/or construction experience.
- Valid driver's license required; Class B CDL license strongly preferred but not required.
- Considerable knowledge of street and storm sewer maintenance and repair.
- Considerable knowledge of park maintenance and forestry.
- Thorough knowledge of applicable Village policies, laws, and regulations.
- Skill in operating tools and equipment necessary for the job.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time salaried position. Typical hours are Monday through Friday, 7:00 a.m. to 4:00 p.m.

TRAVEL

Travel is primarily local during the business day, with occasional out-of-area or overnight travel as needed.