



## Street Superintendent

The City of Watertown (pop. 23,945), seeks applications from qualified individuals for the position of Street Superintendent.

Position is responsible for maintenance, reconstruction and cleaning of streets including snow and ice removal, maintenance and operations of Parks and Forestry, maintenance of bridges and storm sewers, collection of garbage and recycling, maintaining light facilities and traffic control signs and guides, leaf removal, removal of noxious weeds, maintaining retired landfill and fleet management. This position manages over 40 employees in multiple divisions.

### REQUIREMENTS:

- Associate's or Bachelor's degree with major coursework in Engineering.
- Ten years of progressively responsible experience in supervising public works activities, general road construction and maintenance and heavy equipment operation.
- Strong leadership, management, budgeting, communication, and human relations skills required.

Equivalent combinations of training and experience will be considered. Starting salary range is \$79,019-\$86,050 DOQ. Submit cover letter, resume with at least three references and City employment application to City Clerk Elissa Meltesen at [elissam@cityofwatertown.org](mailto:elissam@cityofwatertown.org). Application deadline is noon, October 26, 2018. EOE.

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** June 3, 1995  
**REVISED:** February 21, 2010  
January 14, 2011

**Title:** Street & Storm Sewer Superintendent

**Department:** Street, Recycling/Solid Waste, Park & Forestry

**FLSA Status:** Exempt

## **General Summary:**

This is a responsible supervisory position whose duties involve the maintenance, reconstruction and cleaning of streets, the removal of snow and ice there from, the maintenance and operations of Parks and Forestry, the maintenance of bridges and storm sewers, the collection of garbage and refuse material, recycling, maintaining lighting facilities and traffic control signs and guides, leaf removal, destruction and removal of noxious weeds, compliance with our mining ordinance, erosion control rules, and storm water utility management and processes when implemented. Must be familiar with budgeting procedures, contracting processes, supplies, equipment, construction and services.

## **Reporting Responsibilities:**

Works under the direction of the Mayor implementing policy established by the Public Works Commission, Finance Committee, Park & Recreation Commission, Public Safety & Welfare Committee and Common Council. Assignments are broad in nature and afford the exercise of independent judgment. Work is reviewed through periodic performance reports with occasional checks of work in progress and results achieved. Exercises supervisory authority over the Assistant Superintendent, Confidential Secretary and all Street, Recycling and Solid Waste and Park and Forestry employees.

## **Specific Accountabilities:**

1. Through delegation of assignments supervises laborers and operators of equipment such as trucks, rollers, gravel and asphalt spreader, excavators, wheel loaders, dozers, packer trucks, graders, street sweepers, and snow removal operations and power hand tools and Park and Forestry apparatus.
2. Directs and coordinates repair operations which frequently extend to complete resurfacing of streets on a block to block basis involving the repair of curbs, drainage, structures and guard rails.
3. Determines maintenance or repair techniques and methods and type of equipment to be utilized.
4. Consults with the Mayor, Finance Committee, Public Works Commission, Public Safety Committee, Park & Recreation Commission and Common Council to obtain approval for major program changes in procedure, equipment usage, and quantity of materials used.
5. Maintains records and prepares reports covering employee time and attendance, equipment usage, and quantity of materials used.
6. Maintain a constant check on all types of equipment used as to condition, issue repair orders, purchase orders for secondary equipment and recommend replacement of major pieces of equipment when warranted.
7. Prepares operating budgets for various departments based on long range planning and administers same.
8. Provides Public Works & Park & Recreation Commissions with basic cost estimate data on large

- size work projects.
9. Investigate citizen complaint and resolve such problems in an equitable manner as possible or refer unusual or difficult situations to proper department or supervisor for disposition.
  10. Supervise administration of the department, maintain and train an adequate work force consistent with the work levels.
  11. Interview and screen candidates to fill vacancies; attends all labor policy sessions involving public works employees, and evaluate all employees as required.
  12. Responsible for the administration of work rules, regulations and disciplinary action.
  13. Prepares annual budget estimates and program goals for Storm Water, Solid Waste, and Street Department, Municipal Building, Park and Forestry accounts and includes Annual Streets, Seal Coating, Sidewalks, Off-Street Parking, Pavement Marking and Traffic Signals accounts for review by the Public Works Commission, Finance Committee and Mayor.
  14. Attend and represent the department at various meetings, to include: Public Works, Finance, Park and Recreation Commission, Public Safety & Welfare Committee, Common Council, grievance and arbitration.
  15. Direct and coordinate and be responsible for the street construction, and reconstruction projects, Park Maintenance Projects and storm sewer system installation and repairs.
  16. Manage storm water utility, including permitting process, planning for maintenance and improvements, day-to-day operations, budgeting, recommending rates, accounts payable approval and reporting to the Mayor, Common Council and relevant commissions.
  17. Negotiate recycling, landfill and gravel crushing contracts.
  18. Write equipment specifications and purchase equipment.
  19. Be on call for emergencies and with the ability to respond as required.

**Required Knowledge, Skills, and Abilities:**

While graduation from an accredited two (2) year associate degree program with major course work in engineering is preferred, relevant experience may substituted at the discretion of the Finance Committee. The applicant must have considerable progressively responsible experience in supervising public works activities and ten (10) years experience in general construction, maintenance and repair work involving the use of road equipment such as rollers, gravel and asphalt spreaders, excavators, wheel loaders, dozer, packer trucks, chippers, street sweepers, graders and snow removal equipment, related Park & Forestry Equipment, Backhoes, Skid Steers and an equivalent combination of education, experience and training which provides the following knowledge ability and skills.

- Considerable knowledge of techniques, methods and materials utilized for road, Park and Forestry and storm sewer construction, maintenance and repair operations.
- Considerable knowledge of types and proper use of a variety of equipment used in road, Park and Forestry, and storm sewer maintenance and repair.
- Ability to effectively organize, direct, and coordinate the activities of personnel and equipment of a multifunction public works department to include solid waste disposal and collection and storm sewer, and Parks and Forestry maintenance and operations.
- Ability to make basic cost estimates of road and storm sewer repairs for planning purposes (time, material, equipment).
- Ability to read and understand construction drawings.
- Working knowledge of the principles of labor administration.
- Ability to develop specifications and purchase, as well as, operate computer hardware and software.
- Ability to schedule and program major work projects on a long term basis.
- Ability to administer local policies relating to public works.
- Ability to establish and maintain effective working relationships with the Engineering Department and other City departments, officials, and the public.
- Considerable knowledge of and ability to apply safety precautions in work assignments.
- Ability to occasionally perform light physical tasks under varying weather conditions.
- Ability to understand and implement safety policies and work rules which include but are not limited to confined space entry, trench entry, hearing protection, hazardous material, etc.

**License:**

Must possess and maintain a commercial drivers license (CDL) with A, B, and C endorsements.