



**Job Title:** Public Works Superintendent  
**Department:** Public Works  
**Classification:** Full-Time  
Non-Exempt  
**Reports To:** Town Board

### **Position Summary**

The Public Works Superintendent is responsible for planning, organizing, directing, and supervising the operations of the Public Works Department. This working department head oversees the construction, maintenance, and repair of public infrastructure, including roads, bridges, culverts, drainage systems, public grounds, facilities, vehicles, and equipment. The position requires strong leadership, technical knowledge, and administrative ability to ensure efficient operations, public safety, regulatory compliance, and effective use of Town resources.

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### **Essential Duties and Responsibilities**

#### **Department Operations & Supervision**

- Plans, directs, assigns, and participates in the work of Public Works Department staff.
- Supervises full-time, part-time, and seasonal employees; schedules work assignments and reviews performance.
- Trains employees in proper work methods, equipment operation, and safety procedures.
- Establishes operational priorities and develops work plans to meet departmental and community needs, ensuring effective and fiscally responsible use of time and resources.

#### **Infrastructure Maintenance & Construction**

- Oversees and participates in the maintenance, repair, and improvement of Town roads, bridges, culverts, sidewalks, and drainage systems.
- Supervises and participates in snow and ice removal operations and remains on-call for emergency response.
- Coordinates and participates in roadside brush removal, tree-related work, and storm response activities.
- Inspects work in progress and completed projects to ensure quality, safety, and compliance with standards.
- Directs light building maintenance and repairs.
- Ensures regular mowing and cleanliness of parks and municipal lands.

### **Equipment, Fleet & Facilities**

- Oversees and participates in the operation, maintenance, and repair of all Public Works vehicles, equipment, and machinery.
- Maintains accurate maintenance and equipment usage records, including weekly mileage reports.
- Recommends replacement or purchase of vehicles and equipment to support department operations.
- Operates department equipment when necessary.

### **Budgeting & Financial Management**

- Prepares and administers the departmental operating and capital budgets.
- Monitors expenditures to ensure operations remain within approved budget limits.
- Reviews and approves invoices, purchases, time sheets, and contracts related to department operations.
- Assists with long-term planning for infrastructure maintenance and capital improvements.

### **Projects, Contracts & Regulatory Coordination**

- Assists in bid specifications and assists in contractor selection in accordance with procurement laws and Town policies.
- Oversees contracted work to ensure compliance with specifications, permits, schedules, and quality requirements.
- Coordinates with engineers, utilities, consultants, and regulatory agencies as required.
- Ensures maintenance, repair, replacement of signs.
- Ensures compliance with applicable federal, state, and local laws, rules, and regulations.

### **Grant Writing & Financial Management:**

- Research and identify local, state, and federal grant opportunities for infrastructure, utility, and highway projects.
- Draft, submit, and manage grant proposals, supporting documents, and required reports for funding.

### **Safety & Compliance**

- Develops, implements, and enforces departmental safety policies and procedures.
- Ensures compliance with occupational health and safety regulations.
- Investigates work-related incidents and implements corrective actions as necessary.
- Ensures department employees are properly trained to perform duties safely.
- Adheres to all DOT requirements and regulations.

### **Public & Interdepartmental Relations**

- Responds to public inquiries, complaints, and service requests in a professional manner.

- Provides community support for community event set-up/tear down, and beautification of common areas including but not limited to, mowing of grass, installation of holiday decorations, planting of trees/bushes, etc.
- Represents the Public Works Department at Town Board meetings, County Highway meeting, public meetings, and hearings.
- Maintains effective working relationships with Town officials, employees, contractors, and the public.
- Builds strong relationships with surrounding municipalities and public works/highway departments.

### **Working Conditions**

- Work is performed both indoors and outdoors in varying weather conditions.
- Requires availability for emergency response, including nights, weekends, and holidays, including the ability to work overtime.
- Position involves physical activity and operation of vehicles and heavy equipment as needed.

### **Physical Requirements**

- **Lifting & Carrying:** Frequently lifting, pushing, pulling, or moving objects, materials, or equipment weighing up to 50 lbs, with some positions requiring up to 100 lbs.
- **Body Mobility & Agility:** Frequent standing, walking, bending, stooping, kneeling, crouching, crawling, and climbing (e.g., ladders or uneven terrain).
- **Manual Dexterity:** Frequent use of hands/fingers to handle tools, equipment, and office machinery (keyboards, radios).
- **Sensory Abilities:** Acute vision (close, distance, color, peripheral, depth perception) to inspect sites, and hearing to detect warning sounds or communicate.
- **Environmental Exposure:** Working outdoors in extreme temperatures (heat/cold), dust, fumes, and around moving machinery or hazardous chemicals.
- **Vehicle Operation:** Ability to operate trucks, snowplows, or heavy equipment.

### **Other Physical Considerations:**

- **Endurance:** Ability to stand or walk for long periods (four or more hours).
- **Safety Gear:** Ability to use personal protective equipment (PPE) in confined spaces or hazardous environments.

### **Qualifications and Skills**

- Requires 10+ years in public works, construction, or maintenance.
- A high school diploma is required. A working knowledge of civil engineering preferred.
- Class B Commercial Driver's License (CDL) with potential requirements for specific highway licenses.
- Strong leadership, budgetary, communication, and computer skills (Microsoft Office and GIS software).
- Must possess strong and effective leadership skills and team development skills.
- Must reside within 30 minutes of municipal building.