



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

Position Summary

The Public Works Superintendent is a hands-on position, also 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 road/roadside maintenance, bridges, culverts, drainage systems, snow plowing, ditch mowing, public grounds, facilities, vehicles, and equipment. The position requires a hands-on approach with strong leadership, technical knowledge, and administrative ability to ensure efficient operations, public safety, regulatory compliance, and effective use of Town resources.

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/roadsides, bridges, culverts, sidewalks, and drainage systems.
- Supervises and participates in snow plowing, snow and ice removal operations and remains on-call for emergency response.
- Coordinates and participates in roadside brush removal, ditch mowing, 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 hours/mileage records.
- 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 70 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, or equivalent experience.
- 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. (Or must be obtained within 120 days of hire.)
- Strong leadership, budgetary, communication, and computer skills (Microsoft Office, GIS software, WISLR or like municipal performance related application for pacer and pavement ratings/records).
- Must possess strong and effective leadership skills and team development skills.
- Must reside within 30 minutes of municipal building.