

## Town Of Eagle

820 E Main Street  
PO Box 327  
Eagle, WI 53119  
(262) 594-5800

### TOWN HIGHWAY SUPERINTENDENT

#### POSITION DESCRIPTION:

**NATURE OF WORK:** This is responsible, supervisory, and technical work directing the operations of the Town's Road Department. Work involves the supervision of staff (including heavy equipment operators, motor equipment operators, mechanics, and laborers), and scheduling of departmental activities and projects.

**PURPOSE OF POSITION:** The Highway Superintendent is at the forefront of ensuring the smooth operation of the Town roadway system and Department of Public Works (DPW) facilities.

This working position is responsible for planning and supervising the maintenance of the Town of Eagle's 43 miles of roads, DPW buildings, DPW equipment, the Town park, cemeteries, and joint municipal building.

This position reports to the Town Road Commissioner under the direction and leadership of the Board Chairman.

**ESSENTIAL POSITION DUTIES:** The following duties are normal for this position. These are not to be construed as exclusive or all inclusive; other duties may be required and assigned.

- Always represent the Town in a professional manner.
- Relationships with co-workers and the public include frequent explanation, discussion or interpretation of practices, regulations or guidelines to render service, plan or coordinate work efforts, or resolve operating problems.
- Identify and respond to all complaints, concerns, and questions from the public and other Town departments.
- More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed people.
- Respond to after-hour calls for emergencies that involve the Town as required; be prepared to respond to emergencies and adverse weather conditions; ensure rapid and effective resolution to any issues that arise.
- Manage a team of part-time professionals in various maintenance tasks and operations.
- Plan the utilization of staff and equipment in accordance with work schedules.
- Ensure compliance with Occupational Safety and Health Act (OSHA) and Department of Environmental Protection (DEP) regulations and requirements.
- Ensure all Road Department work assignments are completed in a prompt, efficient, and safe manner.
- Report all accidents, to personnel and/or property, as well as safety concerns to Town Chairman and the Town Clerk. Report within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Oversee the maintenance, repair, and upkeep of roads, related facilities, grounds, vehicles and equipment ensuring safety, security, and operational efficiency; preparation and cleanup for special Town events; tree maintenance; lawn mowing and trimming; snow and ice removal; and roadside brush removal.
- Ensure general maintenance to the Town garage and salt shed including but not limited to painting, minor carpentry, and general upkeep is completed by Road Department staff.
- Commitment to maintain a good working relationship with coworkers, other Town officials, and the public.

- Perform related, similar, or other logical miscellaneous duties, which may require ability to perform functions beyond those contained in this position description.

**GENERAL RESPONSIBILITIES** (including but not limited to):

**Daily Operations Management:**

- Plan, coordinate, and supervise daily activities related to ground, building and highway maintenance.
- Schedule staff and oversee the implementation of projects.
- Communicate effectively between all parties involved and monitor project progress.

**Staff and Contractor Oversight:**

- Plan, coordinate, and review work performed by employees and contractors.
- Handle routine personnel issues and assist in the testing and selection of applicants.
- Evaluate and determine appropriate staffing levels and equipment availability.

**Project Evaluation and Management:**

- Evaluate projects to determine if they should be completed by staff or outside contractors.
- Review bid specifications, meet with contractors, discuss project scope, and review proposals.
- Manage and supervise contractor work to ensure project completion to standards.

**Maintenance and Compliance:**

- Routinely inspect roadways, buildings and grounds to assess maintenance needs.
- Replace missing or damaged signs.
- Control and maintain the growth of vegetation along the town right-of-ways.
- Trim trees and remove storm damaged downed trees in a timely fashion.
- Remove and dispose of debris and road killed animals.

**Budget and Inventory Management:**

- Participate in preparing the budget for facility, buildings, grounds, and equipment maintenance projects.
- Maintain oversight of inventory and make purchases within budget limitations.
- Implement departmental cost measures to ensure compliance with budget constraints.

**Supervision of Maintenance Activities:**

- Supervise the maintenance of all town-owned buildings, equipment, and grounds by staff and contractors.
- Direct and coordinate proper maintenance of vegetation and ensure compliance with storm water and wastewater management requirements.
- Ensure proper completion and clean-up of all maintenance projects.
- Communicate effectively with the Road Commissioner as necessary.

**Emergency Response:**

- Respond to emergency situations such as incidents, snowstorms, windstorms, flooding, and fires as necessary.
- May represent the division in the Emergency Operations Center or Media Relations in the absence of the Road Commissioner.

**Planning and Zoning:**

- Participate as a member of the Planning and Zoning Commission.

**Weed Commissioner:**

- Fulfill the position of Weed Commissioner.

Performs other duties as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive understanding of supervisory principles, ability to supervise and direct the work of others.
- Thorough knowledge of maintenance practices, techniques, tools, equipment, materials and safety precautions for vehicles, heavy trucks, equipment, grounds upkeep, and snow removal.
- Ability to establish and maintain effective working relationships with other public officials, contractors, engineers, architects, lawyers and the public.

- Ability to work effectively in varying weather conditions and be available on a 24-hour on-call basis for emergencies such as incidents, snowstorms, or other critical situations.
- Ability to be firm, tactful, courteous and use good judgment.
- Possession of high professional standards, integrity and honesty.
- Physical condition commensurate with the demands of the position.
- Respond to Town constituents, including the Road Commissioner, the Board of Eagle and the Town Clerk during emergencies.
- Class B CDL with Manual, automatic transmission and Air Brake endorsement.
- Perform pre-trip and post-trip DOT inspections and make repairs and adjustments as required to keep equipment to operational standards.
- Trouble shoot and repair automotive/truck electrical systems, pneumatic air brake systems, hydraulic systems, engine fuel systems, engine cooling systems, and perform general maintenance on vehicles and equipment.
- The ability to maintain snow removal equipment includes the mounting and dis-mounting of front and side mounted wing plows, hydraulic plow systems, sander and spreader controls.
- Operates equipment for snow removal and de-icing under adverse and unfavorable weather conditions.
- Inspects roads for damage and defects to the following: pavement, guardrail, fencing, signs, shoulders, culverts, catch basins, erosion on right of ways, and repair or replacement of highway defects.
- Inspect, maintain, and operate equipment for daily projects such as mowing, ditching, grading, tree removal, painting, and vehicles to ensure continued safe and efficient operation.
- Erect and repairs bridge railings, guardrails, fencing, markers, signs, crash barrels and cushions, culverts, and inlets.
- Patrol Town roadways; removes debris and obstructions.
- Perform vegetation maintenance work which may include brush cutting and chipping, mowing, tree removal and trimming, and spraying.
- Keep records and make reports.
- May be called upon at any time to respond to emergency situations such as de-icing, snowstorms, windstorms, flooding, traffic accidents, fires, and mass casualties.
- Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors, law enforcement agencies, WI DOT, other outside agencies and County departments and staff, and the public.
- Maintain prompt, predictable, and regular attendance.
- Perform other duties as required.
- Comprehensive knowledge of administrative, managerial, budgetary, and supervisory principles and practices.
- Comprehensive knowledge of occupational hazards and safe work practices to avoid and prevent accidents.
- Considerable knowledge of estimating projects which include routine road maintenance and emergency road repairs.
- Ability to estimate, plan, and execute projects within budgets.

*This position description does not constitute an employment agreement. This position description is intended to describe the functions and minimum requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the position may have functions added, changed or deleted at any time. This position description supersedes all previous position descriptions for this position.*

Date                     01/15/25                    

Chairman                     Chris Mommaerts                      
(Chris Mommaerts)

Town Clerk/Treasurer                     Mercia Christian                      
(Mercia Christian)