

CITY OF ELROY

Position Description

Position Title: Street Superintendent

Organizational Unit: Streets, Park, Facilities; Administration

Job Status: Non Exempt

Position Summary:

The Street Superintendent is responsible for the maintenance and general repair of the streets in the City of Elroy as well as the upkeep of the City of Elroy's Cemetery and Park. In addition, the position is responsible for facilities maintenance of the Street Department buildings and City Hall. The Street Superintendent is responsible for the maintenance and condition of all of the Street Department's equipment and reports problems as they arise. The Street Superintendent is responsible for management, staffing, administration, and operation of the Street Department and is responsible for overall relations between governing boards, employees, and the general public. This is an outdoor job throughout the year. Hours are varied dependent on the seasonal changes.

Supervision Exercised:

Directly supervises two full time employees and one half time employee. The Street Superintendent is responsible for evaluating job performance, assist in hiring and the discipline of the Street Department employees.

Supervision Received:

The position is mostly self-directing with general supervision by the City Administrator, City Council and Streets Committee.

Duties / Tasks:

1. Organize work day for employees
2. Responsible for repairing and keeping streets in good condition
3. Keep storm sewers open and grates clean
4. Keep culverts and bridges in good working conditions
5. Works with Wisconsin Department of Transportation programs, policies, forms and online rating programs
6. Involved with the local road improvement program
7. Street sweeping
8. Provide full time plowing, sanding, and snow removal for the City of Elroy streets
9. Responsible for keeping the city sidewalks clear of snow and ice
10. Maintains and removes snow from public parking lots
11. Keeps brush and burnable items picked up
12. Keeps burn site clean
13. Assists with celebrations
14. Provides signs for traffic control
15. Mows ditches and City owned property including Elroy City Park and Cemetery
16. Inspects and maintains Park's playground equipment
17. Responsible for general maintenance of Park bathrooms
18. Performs facility maintenance at the Street Department buildings and City Hall and will assist at the Utility buildings
19. Digs and fills graves
20. Assists the Utility Departments with repairs and upgrades as needed

21. Performs full maintenance of all equipment
22. Performs maintenance of all City and Utility owned vehicles
23. Keeps and maintains records on equipment, repairs, and budgetary items
24. Prepares and implements Street Department budget
25. Prepares and follows budget expenditures year to year and month to month
26. Secures bids for projects
27. Puts up and takes down election booths for the City-wide elections
28. Operates dump trucks, end loader, backhoe, grader, street sweeper, tractors, mowers (both riding and push), weed trimmers, chipper and chain saw as needed
29. Performs excavations and is aware of utilities above and underground while excavating
30. Maintains compliance with safety programs and procedures
31. Other duties as assigned

Job Requirements/Qualifications:

The candidate for this position must have a current valid CDL with a good driving record. An excellent attendance record is needed as well as good health and physical condition and the ability to lift a minimum of 50 pounds. This candidate will be required to know the layout and conditions of all city streets, alleys, sidewalks, Park and Cemetery throughout the year. The candidate will have knowledge of all types of concrete and asphalt maintenance, repair and new construction. The candidate must be aware and understand the City's ordinances as they relate to the Street Department. Knowledge and exercising state, federal and OSHA regulations pertaining to personal safety is also required.

Experience and Training:

The experience for this position is typically acquired through an Associate's Degree with a minimum of five years of experience in municipal public works or construction setting. A minimum of two years of supervisory experience is desired.

Residency:

Residency with the city limits of Elroy or within 2 miles of the Street Department is required within six months of employment.