

**CITY OF MENASHA**  
Position Description

**Position Title:** Public Works Superintendent  
**Department:** Public Works and Parks (Municipal Operations)  
**Status:** Exempt  
**Position Reports To:** Deputy Director of Municipal Operations  
**Date of Description:** July 29, 2016

**SUMMARY**

Responsible for the administration and direction of Streets, Sanitation, Fleet, Bridges, and Sewer personnel and work. Assists the Deputy Director of Municipal Operations, and assists in directing the work of the Municipal Operations Clerk. This position works closely with the Parks, Forestry, Cemetery, and Facilities Superintendent to coordinate the work of all Municipal Operations employees.

**ESSENTIAL FUNCTIONS to include the following:**

- Assist Deputy Director of Municipal Operations.
- Direct supervisor of and direct daily work for: Streets, Sanitation, Fleet, Bridges, and Sewer, and assists in directing the work of the Municipal Operations Clerk.
- Coordinate Municipal Operations employees with the Parks, Forestry, Cemetery, and Facilities Superintendent.
- Assist Deputy Director of Municipal Operations with budgeting, monitoring of budget funds, and report preparation.
- Assist Deputy Director of Municipal Operations with Purchasing (equipment/materials/services).
- Lead Customer Service for Streets, Sanitation, Fleet, Bridges, and Sewer.
- Assist Deputy Director of Municipal Operations with the CIP Process.
- Implement and monitor Policies and Procedures within the Department.
- Safety Coordinator / Member of the Accident Review Committee.
- Plan, organize, and direct Street, Sidewalk, Storm, and Sanitary Sewer minor construction, maintenance, and repair activities, refuse and recycling collection activities, and snow and ice control/removal activities.
- Communicate routinely with the general public and employees.

## **POSITION REQUIREMENTS/QUALIFICATIONS**

Requires a minimum of four years municipal operations maintenance experience, and requires a minimum two year Associates or Technical degree in Municipal Operations, Public Works, Engineering or related field, including supervisory experience, or an equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

- Proven ability to effectively to plan, lead and supervise the work of others.
- Thorough knowledge of Streets, Sanitation, Fleet, Bridges, and Sewer maintenance techniques and operations.
- Knowledge of materials and equipment used in Streets, Sanitation, Fleet, Bridges, and Sewer maintenance.
- Ability to effectively determine priorities and to plan and schedule work activities.
- Knowledge of common municipal operations practices.
- Knowledge of materials, methods, and equipment used in municipal field operations.
- Ability to plan and implement a comprehensive and effective maintenance program for Streets, Sanitation, Fleet, Bridges, and Sewer.
- Ability to establish and maintain effective working relationships with City officials, employees, and the public.
- Ability to communicate orally and in writing to maintain effective employee relations, responds to inquiries, and prepares financial and operational reports.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid Wisconsin Driver's License, with a good driving record. A valid Wisconsin Class B Commercial Driver's License with a good driving record which meets legal and medical requirements is required.
- Supplemental course work or training in municipal operations, leadership, budgeting, and/or computer/database use is desirable.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Must be able to lift and/or carry up to 50 pounds on an occasional basis.
- Availability and ability to work outside normal work hours with minimal notice.
- Ability to work in varied environmental conditions.

## **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.