

## City of Marinette Position Description

<b>Name:</b>		<b>Department:</b>	Public Works
<b>Position Title:</b>	Superintendent-Public Works	<b>Pay Grade:</b>	15
		<b>FLSA:</b>	Exempt
<b>Date:</b>	January 2014	<b>Reports To:</b>	Director of Public Works

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### Purpose of Position

The purpose of this position is to plan, direct and supervise public works, street, storm sewer and water distribution systems, maintenance, construction, operation and repair activities and staff, also to include Parks, Forestry and Cemetery, under the general direction of the Director of Public Works, for The City of Marinette

### Essential Duties and Responsibilities

**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.**

- Directs daily operations, supervisors, shop personnel, clerical/administrative personnel, cemetery, parks, forestry and street maintenance and repair crews. Schedules, prioritizes and assigns tasks and projects. Arranges on-call schedules for subordinate personnel for adequate coverage , including scheduling for park caretakers Approves vacation and compensation time off. On-call 24/7 for DPW related related emergencies.
- Supervises field operations and personnel including street sweeping, pavement patching, street construction, snow and ice removal, litter control, pavement marking, traffic signing, storm sewer maintenance and installation, and right-of-way brush chipping, tree removal, grass cutting, noxious weed control, holiday decorations and related maintenance, including Cemetery and Parks buildings and grounds. Also schedules personnel for cemetery burials and cemetery work orders. Reviews daily progress.
- Inspects streets, storm sewers, facilities and appurtenances, for maintenance and repair needs. Oversee city dumpsite operations. Prepare for and supervise city sponsored events.
- Assists with the development of the public works budget. Monitors public works budget for work planning purposes. Approves budgeted equipment and materials purchases. Researches and writes equipment and materials bid specifications. Establishes equipment acquisition priorities and replacement recommendations.
- Reviews mechanic shop and stockroom work and procedures. Evaluates shop and stockroom performance. Monitors fuel and oil quantities. Monitor and order safety equipment and other shop and field materials as needed.
- Reviews employee accident and injury reports. Monitors safety training and procedures. Recommends safety procedures and policies.
- Participates in prospective employee interviews and selections. Provides training and task instruction. Imposes employee discipline. Evaluates employee performance. Interprets personnel rules.
- Ensures standards and specifications are met by employees and contractors.

- Provides information to City officials and residents regarding public works. Responds to citizen complaints and questions. Interprets municipal code and regulations. Write press releases for DPW related activities. Attend meetings as needed.
- Coordinates public works activities with other departments and agencies, including private contractors.
- Oversee contract agreement with American Legion Baseball. Assure work is completed per the agreement.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Participates in committees, task forces and work groups as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent with vocational/technical training in Construction Management, Engineering or related field with six years of progressively responsible public works maintenance/construction experience including supervisory/project management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Wisconsin motor vehicle operator's license required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiates, measure, sort, assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate and categorize data, with and without a computer.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as budget statements, blueprints, maps, schedules, time sheets, invoices, fuel slips, equipment use summaries, accident/injury reports, project work sheets, public project technical materials and standards, water system test results, employee performance evaluations, technical operating and repair manuals, municipal code, statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with public works personnel, city residents, other City department personnel, City Council members, County Commissioners, county road foreman, contractors, business owners, engineers, contractors, utility personnel and vendor representatives.

#### **Mathematical Ability**

- Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports.

**Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

**Physical Requirements**

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, computer terminal, telephone, two-way radio, mechanic's tools and calculator/adding machine.
- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements when performing field inspections.
- Ability to exert moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.

**Environmental Adaptability**

- Ability to work under moderately safe and occasionally uncomfortable conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery and/or dust, may cause some discomfort and where there is a risk of injury.

The City of Marinette is an Equal Opportunity Employer. In compliance with the Americans with 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date