

**STREETS SUPERINTENDENT**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the day to day administration and supervision of street construction and maintenance activities in a village. The work is performed under the administrative direction of the Village Manager, Mayor, Village Board, or other appropriate governing individual or body. Duties include providing consultation to the Village Manager and/or Village Board in confidential matters which influence policy. Job tasks are performed in accordance with established policies and administrative procedures. Wide leeway is permitted for the exercise of independent judgment in carrying out the responsibilities of the position. Supervision is exercised over all employees assigned to the Streets Department.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and inspects the construction, maintenance, cleaning, snow removal, and repair of village streets;

Oversees the installation and repair of sidewalks and curbs;

Schedules and directs the maintenance of automotive and mechanical equipment;

Supervises the patching and repairing of streets;

Supervises the cleaning of ditches, culverts, and basins;

Plans and directs the cleaning, painting and maintenance of road equipment and property;

Identifies issues involving labor relations and/or administration of employee terms and conditions of employment, and provides recommendations to the Village Manager and/or Village Board to resolve such issues;

Conducts employee counseling and assists in the conduct of disciplinary procedures for employees of

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the Streets Department;

Administers labor agreements and/or policies;

Provides consultation to the Village Manager and/or Village Board in matters involving the purchase of goods and services for the Streets Department;

Establishes and supervises a plan for removal of snow following storms;

Investigates and resolves complaints regarding activities of the Streets Department;

Confers with the Village Manager and/or Village Board on budgetary or other needs of the department;

Makes periodic reports to the Village Manager concerning activities of the department;

Assigns work to staff and evaluates performance.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets and sidewalks; ability to work from blueprints and sketches; ability to lay out, supervise and direct the work of others; ability to prepare budget estimates; ability to keep records and prepare reports; ability to follow complex written and oral directions; and ability to express ideas clearly both orally and in writing.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree in Civil Engineering or a related field and two (2) years of responsible experience in public works or streets maintenance activities; or
- (B) Possession of a high school or equivalency diploma and six (6) years of progressively

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responsible experience in public works or streets maintenance activities; or

(C) Eight (8) years of experience as described in (B) above; or

(D) An equivalent combination of training and experience as described in (A), (B), and (C) above.