



Position: Superintendent of Operations

Department: Public Works

Status: Exempt

Last Updated: 2026

General Purpose:

Under the Direction of the Director of Public Works the Superintendent of Operations manages and directs the Fleet, Street, and Building and Grounds functions and associated employees. This includes but is not limited to the construction, maintenance, and repair of City streets, curbs, gutters, sidewalks, public right-of-way, storm drainage systems, City fleet and buildings and grounds. This position is responsible for planning and executing snow removal operations.

Supervision Received:

The Superintendent of Operations works under the immediate supervision of the Director of Public Works.

Supervision Exercised:

The Superintendent of Operations supervises the employees responsible for the street, fleet, and buildings and grounds functions of the Public Works Department.

Essential Duties & Responsibilities:

- Manage and direct the daily activities of the Operations Division (street, fleet and building and grounds functions).
- Supervise, train, and evaluate personnel.
- Oversee and maintain an accurate inventory of parts, supplies, tools, materials, and equipment for the Operations Division.
- Establish and maintain an inventory control system and accurate record keeping procedures.
- Create and execute a safety training program, promoting safe work practices and compliance with the Occupational Safety and Health Administration regulations, and establishes and meets regularly with department safety committee.
- Administer department policies and procedures, including overseeing the direction, training, supervision, evaluation and discipline of union and non-union personnel.
- Develop operational budgets for the Operations Division (street, fleet, and building and grounds), review budget expenditures, and organize projects to remain within budget.
- Plan, implement, and execute all repair, construction, and maintenance projects.
- Perform sight inspections to ensure assignments are completed efficiently, effectively, and in compliance with safety procedures.
- Plan for and respond to emergencies, including snow and other weather-related events involving streets and right-of-way; schedule and ensure staffing for after-hours emergencies.
- Review and approve permit requests from utilities for street and right-of-way construction plans; Manage City response to JULIE locate requests including after-hours calls.
- Prepare reports and make presentations to City Council as necessary.
- Perform other duties as assigned by the Director of Public Works.



Desired Minimum Qualifications

Education & Experience:

- Minimum age of 18 years required.
- High School diploma or GED equivalent preferred.
- Thorough knowledge of the practices, principles, techniques, materials, and equipment of public works maintenance and construction work.
- 3-5 years of progressively responsible supervisory duties, including experience in management and employee development.
- Municipal public works and management experience preferred.
- Valid Driver's license, CDL preferred.

Knowledge, Skills, and Abilities:

- Ability to learn proper operation and application of tools and equipment.
- Read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity and tactfulness.
- Ability to monitor and appropriately plan for snow and inclement weather operations.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests in a timely manner.
- Knowledge of GIS, Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Knowledge of proper and safe methods of construction, maintenance, and repair.
- Demonstrated knowledge of water/wastewater operations and public works activities.
- Ability to tabulate data to create spreadsheets.
- Ability to prepare and operate within the constraints of a budget.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

Tools & Equipment, Physical Demands, Working Conditions

Tools and Equipment:

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Motorized vehicles and equipment including push lawn mowers, zero turn, and riding lawn mowers, weed trimmers, shovels, rakes, common hand or power tools, chainsaws, drills, screwdrivers, hammers, wrenches, mobile radio, phone, small pickup trucks, trailers, wheelbarrow, ditch witch, jackhammer, walk-behind saw, skid steer/Bobcat, snow blower, combination loader/hoe, sweeper/vac truck, forklift, pumps, vibratory roller, front loader, single and tandem axle dump trucks, and snow plows.



Physical Demands:

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

While performing the duties of this job, the employee is regularly required to stand or move for extended periods of time, possess average ordinary visual acuity, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 100 pounds. Frequent and regular movements are required using wrists, hands and fingers to feel, handle, or operate equipment, tools or controls. Effective audio-visual discrimination and perception to quickly and accurately make observations, correctly identify red, yellow, blue and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

Working Conditions:

Work activities are conducted primarily in the field with noise levels usually normal. Work occasionally occurs near moving mechanical parts in cold, hot, wet, humid and dark conditions. Employees working in this capacity are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, with risk of electric shock and vibration. While performing the duties of this job employees will be required to stand, talk, hear, use hands and fingers to handle, feel, or operate objects, tools, climb ladders, kneel, crouch, and bend regularly.

The weekly work schedule is approximately 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position may be required to work on some Saturdays, Sundays and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions, and at all hours of the day. Work is frequently required in close proximity to vehicular traffic. Duties must be performed independently or as a team member.

Performance Measurements & Selection Guidelines

- Regularly arrives for work on time prepared to perform the duties of the job.
- Adhere to City and Department policies and procedures.
- Attend Council and regional meetings as necessary.
- Practice and set an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrate leadership.
- Maintain a professional, non-partisan approach when representing the city or performing official duties.
- Set a standard of excellence in customer service and staff support.
- Demonstrate safe driving skills and operation of equipment.
- Display composure, friendliness and respect in treatment of the public and coworkers.
- Adapt to changes in the work environment and manages competing demands.



- Consistently produces accurate work and meets deadlines.
- Use available methods to track on-going or semi-regular tasks and project deadlines.
- Complete routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Display composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.
- Respect the confidential nature of many aspects of the position.
- Adapt to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the Department’s policies, procedures, rules, regulations, structure and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon general observations of the ability to perform all of the essential responsibilities and duties.

Selection Guidelines:

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Department Head Date

Assistant City Admin/HR Director Date

City Administrator Date