



## Public Works Superintendent

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### JOB DESCRIPTION / Key Facts

**Department:** Public Works

**Reports To:** Public Works Director

**Salary Range:** \$67,434 - \$94,411

**FLSA:** Exempt

**Schedule:** Full-time; variable, including emergency response and seasonal snow removal

### Summary

The Public Works Superintendent manages the daily operations and occasional emergency responses of the Transportation Division within the Public Works Department. This position oversees planning, organizing, directing, and supervising projects and programs related to city infrastructure maintenance including streets, sidewalks, street green spaces, curb & gutter, signs, stormwater collection system, and assists with public facilities. The role includes supervising staff, managing budgets, business/contractor/vendor operations, ensuring regulatory compliance, and coordinating maintenance projects to uphold the City's public infrastructure standards.

### Essential Job Functions

- Manages the safety plan and safety training for the Public Works Transportation Division.
- Ensures all Transportation Division personnel adhere to the safety plan including the use of personal protective equipment, hazardous material handling, traffic control operations, and general workplace safety.
- Implements the safety program by planning and conducting training classes, on the job training and review of work practices. These topics include items such as proper lifting techniques, equipment operation, first aid, and emergency procedures.
- Supervise, train/oversee training, and evaluate Transportation Division personnel.
- Oversee the maintenance and repair of streets, sidewalks/sidewalk green space, drainage structures, signs, and public infrastructure. Repairs include the use of asphalt, concrete, gravel, earth, and any other related materials, maintenance includes upkeep related to proper function of infrastructure including removing debris, mowing, vegetation management, painting, or any other routine function.
- Supervise contracted maintenance projects and assist with capital improvement projects.
- Manage the Transportation Division's fleet, equipment maintenance, and material inventory.
- Maintain records and documentation related to Public Works operations.
- Assist in budget preparation and oversee Transportation Division expenditures.
- Direct emergency snow removal, staff and outside contractors, and seasonal operations as needed.
- Perform additional duties as assigned by the Public Works Director.

- Supervises general maintenance of the city roadways and storm sewer collection system to ensure proper functionality and accessibility to the public.

**Minimum Qualifications** – you must meet these requirements to be considered for the job.

- High school diploma or GED required; associate's degree or higher preferred.
- Valid driver's license (CDL) with a clean driving record.
- Five (5) to Seven (7) years' experience in municipal public works operations, supervision, and project management.
- Knowledge of construction, maintenance, budgeting, and public infrastructure management.
- Ability to manage budgets, personnel, problem solve, and perform operational logistics efficiently.

**Knowledge, Skills and Abilities (KSAs)** which may be representative, but not all-inclusive of those commonly associated with this position.

- Knowledge of public works safety standards and regulations and ability to lead with a safety-first mindset.
- Strong leadership, communication, and personnel management skills.
- Proficiency in supervising and evaluating staff performance.
- Ability to operate heavy equipment and vehicles for maintenance and snow removal.
- Familiarity with the Manual for Uniform Traffic Control Devices (MUTCD).
- Strong problem-solving and decision-making abilities.
- Effective record-keeping and project documentation skills.
- Must be able to control and maneuver 1 ton dump truck, spreader and plow for snow and ice removal operations.
- Follow all safety rules and regulations of the department to which assigned.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Hybrid work environment: office and outdoor settings.
- Exposure to inclement weather and hazardous conditions.
- Work around mechanical and motorized equipment, including backhoes and loaders.
- Occasional irregular hours, including emergency response duties.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to lift and maneuver heavy objects.
- Capacity to work on rugged terrain and in varied weather conditions.
- Ability to operate and control vehicles and equipment for public works operations.

**The City of Parkville** is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.