

VILLAGE OF RIDGEWAY

Job Description

Streets and Parks Superintendent

Position: Streets and Parks Superintendent

Department: Public Works

Reports to: Board of Trustees

Employment Category: On Call, Full-time, Non-exempt, Medical, Dental, WRS Retirement, Short term disability and life insurance eligible

Pay Range: From \$20 an hour based on qualifications. Paid training and uniforms provided.

Job Brief - General Nature of Responsibilities:

The position of Streets and Parks Superintendent is responsible in managing day-to-day parks and grounds operations. The Streets and Parks Superintendent generally manages seasonal street and traffic sign installation and maintenance, landscaping maintenance, landscaping projects, street right-of-way mowing and snow removal, tree trimming and removal, stormwater drainage and water retention pond maintenance, as well as other general park and public land maintenance. Exercises a moderate level of discretion in the interpretation and application of policies, procedures and rules to determine appropriate courses of action. Helps plan for Streets and Parks long-term programs, capital improvements, and maintenance operations during annual budget preparation. Performs detailed site and maintenance inspections. Assists the Water & Wastewater Operator and Public Works Department as needed with logs and reports. Implements corrective actions in addressing the needs of residents. Responds to citizen requests and complaints.

Essential Skills, Knowledge, and Abilities:

- Must possess good general knowledge of the methods and machinery used in Village maintenance.
- Must demonstrate solid driving skills, and ability to perform snowplowing assignments.
- Experience in a number of disciplines such as carpentry, plumbing, welding, cement work, basic electrical maintenance, basic vehicle maintenance preferred.
- Knowledge in the operation of Street Department equipment and tools including saws, pumps, compactors, compressors, generators, and common hand and power tools.
- Knowledge of equipment, materials, and methods used in maintaining streets and parks.
- Operate trucks and equipment during snow plowing/snow removal.
- Perform inspections and preventative maintenance on assigned equipment. Ensures the proper maintenance of equipment and tools. Cleans and checks equipment and tools after use.
- Perform labor in construction and maintenance projects involving pavement repair, ditch digging, roadside mowing, and mowing and maintenance of the community park with assistance from other village staff.
- Perform duties in compliance with safety standards.
- Able to follow written and oral instructions.
- Able to learn new skills.
- Works independently after receiving a task and is expected to make reasonable on-the-job practical decisions.
- Drive trucks of various sizes and weights along with loading, hauling, and unloading of various equipment, sand, gravel, dirt, etc.
- On-Call Availability (i.e.: Winter Emergencies, Severe Weather, Water Main Breaks, etc.)
- Park Commission Member and Meeting Attendance
- Good Public/Customer Relations - highly visible work activity (i.e. snow plowing, performing street maintenance, park operations etc.)

Essential Duties and Responsibilities:

- **Street Maintenance**
 - Periodic paint touchup of public property zones around areas such as the Ridgeway Fire Station, village curbs, parking stalls, crosswalks, and Ridgeway Community Center
 - Sweep Curb and Gutter, remove any debris
 - Snow Removal
- **Manhole Cover and Storm Drain Maintenance**
 - Lift, inspect, repair, seal manhole covers and drains
 - Clean grates in storm drains
 - Jet out storm sewers, remove any debris
 - Repair manhole covers that are more than 1" above surface of road
 - Repair asphalt around water shut off valves
- **Parks Maintenance**
 - Coordinate repairs or replacement of Pipes, Sinks, Floors, Toilets, Faucets, Urinals as needed
 - General Building Repairs and Maintenance, Doors, Picnic Tables, Playground Equipment
 - Lights
 - Trash Removal
 - Inventory and restock of restroom paper towels, toilet paper, etc.
 - Mowing, Landscaping, Maintenance of Trees and Shrubs
- **Vehicle and Equipment Maintenance**
 - Trucks, Mowers, Chain Saws, Weed Wackers, Skid Steers etc.
- **Sewer and Water Maintenance**
 - Assist Public Works in maintenance and repairs to water mains throughout the village.
 - Assist Public Works in flushing hydrants, oil valves, exercise valves as assigned
- **Miscellaneous**
 - Repair or Replacement of old or damaged signs, street signs, flags, dull hydrants, safety flags, etc.
 - Brush Pick up during designated schedule
 - Salt Shed Maintenance
 - Required for periodic D.O.T. Inspections
 - Mowing and Weed Control in all Village Owned Areas

Additional Expectations

- Ensure materials, tools and equipment are delivered to work sites, participate in maintenance of streets, right of ways, and traffic signs.
- Ensures that all work is performed in accordance with safety regulations.
- Responsible for sweeping streets and gutters.
- Responsible for filling potholes and cracks in streets; in patching and minor asphalt overlays; participates in replacing damaged curbs as necessary.
- Responsible for cleaning storm drains and inlets at least twice a year.
- Responsible for installing, removing, and replacing traffic signs; street parking stall and crosswalk striping as needed.
- Participates in the maintenance and repair of water and sewer lines.
- Operates truck with snowplow or salt spreader; operates pickup, dump truck, backhoe and other motorized equipment.
- Attend monthly Park & Recreation meetings as a voting member.
- Professionally assist Village Residents with any concerns regarding village parks and streets.

- Reports problems, needs, and concerns of the job duties and community members to the Director of Public Works.
- Follows directions from Village Board
- Performs other work as assigned.
- Provide detailed monthly reports of work performed and areas of concern for village board review.
- Assist contractors, engineers, and other employees as needed

Minimum Experience and Qualifications:

- High School Diploma or Equivalent
- Valid Driver's License with ability to obtain CDL

Physical Requirements:

- Must be able to lift 50 pounds and operate heavy machinery in day and night conditions.
- Must be able to twist, bend, turn and stretch repeatedly.
- Must possess manual dexterity to operate all hand tools safely.
- Must be able to perform heavy manual tasks for extended periods of time.

Special Requirements:

- Valid CDL license (or ability to obtain and maintain)
- On-call availability for snow plowing, snow removal, and storm damage
- Complete drug and/or alcohol testing as necessary

Additional Information:

- Diplomacy in working with a variety of individuals including a seven (7) member board, individuals on committees, department heads, fellow employees, contracted individuals, state employees, and other professionals engaged by the Village for services as well as the general public.
- This position performs a major role in responsible communication, receiving and responding openly and positively to the public. • Skills in written and oral communication.
- Skills in the operation of computers and general office computer software (Microsoft Excel, Word, Outlook, etc.), telephone, copier, and other office equipment may be required.
- Knowledge of office practices, including filing and record keeping.
- Knowledge and use of proper safety procedures in all environments and be willing to obtain First Aid training.
- Ability to schedule/coordinate with the Public Works Department and organize work effectively and efficiently and the ability to work in a fast-paced environment where projects and priorities change often and quickly.
- Ability to commit to a teamwork environment and establish and maintain effective working relationships with employees, other departments, officials, and the public in person, by phone, and in writing.
- Ability to perform duties with considerable independent judgment and initiative under limited supervision.
- Carry a cell phone to maintain availability during normally scheduled work hours.
- Keep the buildings and grounds in excellent condition and ensure a safe and secure work environment.
- When needed will need to coordinate work schedules, cross train and serve as a back-up for duties required of the Water & Wastewater Operator/Public Works Department.
- Report any vehicle or equipment malfunctions for repair, as well as damage to Village Facilities.
- Operate Village trucks, vehicles, and equipment on and off public roadways in a safe manner.

- Assist in the training of personnel as directed.

Daily Tasks:

- Normal maintenance and repair of all village streets, curbs and gutters
- Maintenance and repair of park restrooms and other park facilities
- Responsible for Daily Maintenance to Village Equipment and Vehicles
- Complete all daily administrative duties and logging as required.

Weekly Tasks:

- Assists in weekly Inspection and Maintenance of Sewer Plant Operations as required.
- Assists in weekly Inspection and Maintenance of Municipal Wells and Water Works as required.
- Inspection and Maintenance of village equipment and vehicles as required.
- Maintenance of park restrooms and other park facilities as required.

Monthly Tasks:

- Monthly report of activities and deficiencies to village board
- Repair potholes and cracks in streets; patching and minor asphalt overlays; repair/replacement of damaged curbs.
- Monthly inspections and maintenance of all:
 - Village equipment and vehicles
 - Park restrooms and other park facilities
 - Community Center Facilities

Seasonal Tasks:

Spring

- Inspection, maintenance and repair of all village landscaping
- Cleanup of village areas
- Aid Water & Wastewater Operator in the maintenance and repair of all Village Water Works, Municipal Wells, and Sewer Plant Operations
- Responsible for restoration of damaged landscaping of village areas and residential areas that were damaged from Village Snow Plows.
- Brush Removal
- Street and Gutter Sweeping
- Repair seasonal storm damage to village property
- Minor repairs of village streets (Winter Pot Hole Damage)
- Cleanup and maintenance of park restrooms, Veterans Memorial and other park facilities

Summer/Fall:

- Inspection, maintenance and repair of all village landscaping
- Cleanup of all village areas
- Mowing of all village areas
- Brush removal as required
- Cleanup and maintenance of park restrooms and other park facilities
- Street and Gutter Sweeping
- General maintenance of village equipment and vehicles.
- Repair seasonal storm damage to village property
- Aid the Water & Wastewater Operator for maintenance and repair of all Village Water Works, Municipal Wells and Sewer Plant Operations

- Onsite support of Village events (July 4th, Holiday Parades, etc.)

Winter

- Install Holiday decorations following Thanksgiving
- Removal of all Holiday decorations in January
- Fully responsible for all snow plowing duties
- Inspection of all streets and alleys to ensure snow plowing is complete
- Inspection of all sidewalks to ensure snow removal is in accordance with the village ordinances
- Responsible for removal of snow on village owned sidewalks and residential sidewalks not meeting village ordinance for sidewalk snow removal
- Participates in initiating snow emergencies procedures after a severe winter storm

Position Description Qualifiers and Employer Reservation of Management Rights:

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.