

TOWN OF MOORESVILLE
Department of Public Works
Superintendent
Job Description

GENERAL STATEMENT OF JOB:

Oversee the functionality, appearance, and safety of town streets, parking lots, right-of-way, cemeteries, and buildings/grounds. Additional areas of oversight include stormwater, sewer collection system, street lighting, traffic signs/signals, and vehicle and equipment repair. Directs the work of street division employees. Supervises maintenance and construction projects.

ESSENTIAL DUTIES:

Hire, direct, and coach staff for optimal team performance. Create a positive team culture that reflects the Town's values. Hold employees accountable for work standards and take appropriate action when standards are unmet.

Oversee construction and maintenance work to ensure high-quality work is performed efficiently.

Prepare annual, monthly, and weekly work plans to maximize team productivity.

Prepare requests for proposals (RFPs) for contract services and oversee contract work.

Coordinate the purchasing of equipment and supplies.

Prepare the department budget for Town Council members' approval and work within the budget limitations. Advances ideas to improve services and reduce costs.

Provide a safe work environment for employees by developing training programs and supervising the proper use of safety equipment.

Report as needed "on call" for weather-related and other emergencies and coordinate team response. Serves as a member of the Town's emergency response team.

Respond to requests for service from residents, businesses, or contractors. Use problem-solving skills to resolve concerns. Handles professionally escalated complaints.

Oversee maintenance of stormwater and sewer collection system.

Oversee and maintain proactive and reactive inspection records of bridges, culverts, and stream crossings.

Oversee the removal of deadwood and grass cutting in town right of ways.

Manage cemetery operations, including selling lots and managing cemetery records.

May occasionally perform work requiring the use of heavy equipment.

Perform other duties as requested or as needed.

KNOWLEDGE:

The understanding of road construction, maintenance, and engineering principles.

Familiarity with the operations and functions of the street department, stormwater, and sewer collection system.

Knowledge of safety standards and regulations (e.g., OSHA) related to construction and maintenance work.

Awareness of environmental regulations and regulations impacting street maintenance, stormwater, and sewer collection systems.

Knowledge of budgeting processes and financial management.

Familiarity with project management principles, including planning, execution, and evaluation of projects.

Periodically reviews, updates, and evaluates training for the effectiveness of the PPE program.

SKILLS:

Strong leadership skills to manage and motivate employees.

Strong analytical and problem-solving skills to address issues that arise during projects.

Proficiency in using tools and equipment related to street maintenance and repair.

Ability to use computer programs for scheduling, budgeting, and project management.

Mediating disputes and resolving conflicts among team members or with the public.

ABILITIES:

Compose original correspondence and follow technical manuals.

Ability to read and interpret cemetery rules and communicate these rules to the public.

Ability to communicate effectively, verbally or in writing, with suppliers, vendors, and the public.

Ability to organize and supervise the activities of various crews performing construction and maintenance work.

Ability to establish and maintain effective working relationships with employees, other departments, and the public.

TOOLS AND EQUIPMENT USED:

Shop equipment, welder, cutting torch, heavy equipment, trucks, snowplow, street sweeper, power mower/chopper, riding lawn tractor, and power paint equipment.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee constantly walks, drives motor vehicles, drives heavy equipment, grasps, holds, uses repetitive movements, uses eye-hand coordination, hears, talks, uses the telephone, and has contact with the public/customers.

The employee frequently stands, sits, reaches, stoops, kneels, crouches, or crawls and occasionally climbs stairs or ladders.

The employee must be able to lift 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum Education: High School Degree, or GED equivalent, and
2. Related work experience of 5 to 7 years, or
3. Desired: Associate degree or Technical College training in a related field.
4. Any equivalent combination of education and experience.
5. Valid Indiana CDL license.
6. Must complete a background investigation and drug screening to be eligible for the position.

POSITION ACCOUNTABILITY:

Reports to Town Council members. Supervises office manager and street, stormwater, and cemetery employees. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, and acting on personnel problems.

Annual Salary: \$68,559.66

Benefits:

Generous vacation schedule

Longevity schedule

3 Personal days

14 Holidays

10 Sick days

Insurance: Health, Dental, Vision, Life and Long-Term Disability.

Public Employee Retirement Plan (PERF)

