

VILLAGE OF MOKENA  
Job Description

JOB TITLE: Streets and Buildings Superintendent

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DEPARTMENT: Public Works

LOCATION: Field/Village Garage

GRADE: 18

REPORTS TO: Public Works Director & Assistant Public Works Director

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SUMMARY: This is skilled management position over a variety of public works, public lands, and utilities maintenance that includes supervisory duties and responsibilities.

Manages and directs all operations of the Vehicle Maintenance, Street and Buildings & Grounds Departments. Organizes and manages the work of all subordinates. Creates, inspects and enforces performance standards for all subordinates. Monitors and ensures the performance of subordinates. Independent authority to impose discipline up to and including suspension without pay for all subordinates. Coordinate and recommend discipline in excess of suspension without pay. Position will have the authority to approve the use of sick leave, compensatory time off, personal days or vacation leave. Will need to exercise independent discretion to refuse to permit an employee to work if, in the Superintendent's opinion, the employee is unfit to perform his duties. Act as the Village of Mokena representative for the first step of any grievance procedure for subordinates. Manage and resolve subordinate employee disputes.

Develop and coordinate with the Public Works Director in generating the annual budget. Responsible for assessing the staffing needs of the department. Responsible for determining the allocation of manpower and insuring that the level of service provided by the department meets Village needs and expectations.

Develops, recommends and implements policies for the operation of the department. Directs the department in the implementation and effectuation of general Village policies as well as departmental policies. Participates with other management staff in the formulation of Village policies and practices.

Work involves responsibility for managing and supervising the operation, monitoring, maintenance, and control of the Vehicle Maintenance, Streets and Buildings and Grounds Departments and associated equipment. Supervision is exercised directly over skilled, unskilled and clerical personnel. Work involves overseeing the performance of a variety of general maintenance and construction works, including the operation of automotive equipment. Work of this class involves tasks and functions of more significant difficulty requiring special knowledge or skills acquired through experience, education and training. Work is performed independently under the general supervision of the Public Works Director & Assistant Public Works Director, who reviews work through conferences and observation of results obtained. Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures of buildings and maintaining grounds by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES in addition to that described above, includes the following:

- Plans, directs, assigns, schedules and coordinates the maintenance and repair of streets, sewers, buildings and grounds, automotive equipment, and related facilities and equipment.
- Supervises and instructs all personnel working in the Street Department, Vehicle Department and Buildings & Grounds Department and monitors the operation of all equipment within the Department.
- Assigns work and inspects work in progress and upon completion for conformance to plans, specifications and instructions.
- Directs workers engaged in ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and the plowing of snow.
- Requisitions tools, equipment, and supplies.
- Oversees the operation of wheeled farm-type tractor with grass cutting and other attached equipment along public thoroughfares; sewer jet machine in cleaning sanitary sewers; snow plows and spreaders; a back hoe in digging trenches; and a front-end loader.
- Also must be able to operate any and all equipment within the department, if necessary, or for training purposes.
- Oversees the operation of dump truck in transporting materials and supplies; in loading and unloading trucks; and operation of road grader.
- Oversees repairs to asphalt, concrete, gravel, and dirt surfaced streets, alleys, and sidewalks.
- Oversees installation, repairs, and maintenance of drainage structures such as culverts, storm sewers, catch basins, and appurtenances.
- Oversees maintenance of improved and unimproved streets; application of cold patch or hot mix asphalt to potholes and spreading of gravel, stone, and other construction materials.
- Inspects completed work for conformance to blueprints, specifications, and standards.
- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Interprets Village policies to workers and enforces safety regulations.
- Establishes or adjusts work procedures to meet schedule demands.
- Implements changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve goals.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs related work as required.

Other duties, both managerial and supervisory, will be assigned by the Public Works Director & Assistant Public Works Director.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:

In addition to that described above, directly supervises all employees in the Street, Vehicle and Buildings & Grounds Departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; scheduling and approving vacation and time off for subordinate staff; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE REQUIRED:

- High school diploma or general education degree (GED).
- Eight to ten years of related experience and/or training in Public Works related field.

#### EDUCATION and/or EXPERIENCE PREFERRED:

- Some College or additional Public Works related training, equivalent to one year of college.
- Minimum of five years of supervisory experience; or equivalent combination of education and experience.

#### LANGUAGE SKILLS:

Ability to read, comprehend and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees of organization and members of the Public. Ability to effectively present information in one-on-one and small group situations to the public and other employees of the organization.

#### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts and draw valid conclusions.

#### CERTIFICATES, LICENSES, REGISTRATIONS:

Appropriate classification of valid Illinois Driver's License Required.

#### OTHER SKILLS and ABILITIES:

- Knowledge of the type and uses of tools, materials, and standard equipment used in construction and maintenance work.
- Knowledge of the hazards of and safety precautions of the work.
- Knowledge of the operation and maintenance requirements of dump trucks, tractors, sewer jets, backhoes, and similar construction equipment.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to supervise and manage employees and assume direct control over all subordinate employees in the Public Works Department in cooperation with the Utilities Superintendent.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms and taste or smell. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance.

The employee must occasionally lift and/or move more than 100 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.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually very loud.