

City of Ashland

JOB DESCRIPTION

Job Title: Public Works Superintendent

Department: Street/Cemetery/Parks/Pool

Date: 03/2026

Reports To: Public Works Director

JOB SUMMARY

Responsible for the training, supervision and performance of various maintenance, repair and construction activities for the city streets, alleys, right-of-ways, cemetery, parks and pool. Monitors activities systems operations for areas of responsibility to ensure compliance with state and federal regulations. An incumbent will be required to perform duties on an on-call basis, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Materials, procedures, methods and practices utilized in various public works activities, i.e. Construction, street maintenance, and plumbing repair and installations.
- Mechanical operations of diesel and gas powered equipment.
- Pool operations/maintenance.
- Various chemicals and the ability to apply the methods and techniques used in their application.
- Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- The geography of the city.
- City responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Accurately read and interpret technical sketches, blueprints and instructional manuals.
- Operate and maintain vehicles, machinery, equipment and tools pertaining to street maintenance repair and park and pool repairs and maintenance.
- Perform preventative maintenance and operation of diversified automotive vehicles and equipment, including but not limited to heavy trucks and construction equipment.
- Apply the skills and techniques used in gas/arc welding and mechanical/technical diagnostics.
- Adhere to a preventative maintenance program for various departmental vehicles, equipment and tools.
- Load and unload heavy machinery.
- Work independently and safely without close supervision.
- Accurately prepare and maintain various records, reports and other departmental documents.
- Deal with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

EDUCATION AND EXPERIENCE

1. Graduation from high school or GED equivalent.
2. Chemical Applicator's License.
3. Previous experience operating equipment and working in a construction environment.
4. Must possess a valid driver's license.

City of Ashland

5. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a time frame established by the employer.

PHYSICAL REQUIREMENTS

Seeing and hearing: read documents, computer screen, answer phones, communicate in person.	75-100%
Standing and walking.	50-74%
Climbing, stooping, squatting and kneeling.	25-49%
Sitting	0-24%
Dexterity: utilizing phone, typing, and writing.	25-49%
Lift in excess of 10 pounds	25-49%

ESSENTIAL JOB FUNCTIONS

Manages Department and Supervises Staff

- Supervises employee(s).
- Plans, assigns and reviews work. Ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Trains department employee(s), evaluates job performance and disciplines employees as appropriate with oversight of the Public Works Director.
- Handles employee grievances as necessary.

Manages the Maintenance and Repair of Streets/Cemetery/Parks/Pool

- Responsible for personally performing work to ensure the maintenance and repair of city streets including but not limited to asphalt and concrete repairs, chuckhole repairs, panel and curb replacements, and line painting; maintains non-surface roads.
- Ensuring the maintenance of a safe work environment for all employees by training and monitoring employees in safe and efficient operation of various equipment, skills and techniques.
- Coordinates with contractors on street and road projects.
- Inspects, maintains and repairs storm sewers as needed.
- Inspects signal and street lights, contacts appropriate agency for repairs. Repairs, replaces and installs street signs and sign hardware and posts.
- Establishes grades and sets concrete, pours and finishes concrete, cuts pavement and seals cracks in concrete as needed, bidding out major concrete work.
- Performs upkeep and maintenance of right-of-ways and shoulders through various activities including but not limited to mowing, trimming, planting and removing trees, chemical applications, etc.
- Assists City Hall in serving notices of violations to residences regarding private sidewalk snow removal, overhanging branches and site views as needed in accordance with City ordinances.
- Performs snow removal and salt/sanding on streets, sidewalks, parking lots and around public buildings either manually or using snow removal equipment. Responsible for call out of crew during snow operations and remains on-call 24/7 for street emergencies. Evaluates road conditions and determines treatment type and duration.
- Operates all departmental equipment, machinery, vehicles and basic hand, power and electric tools in the performance of duties and according to established guidelines.
- Responsible for the maintenance of the street supply inventory as it pertains to street operations.
- Generates and maintains records indicating materials used, man hours and maintenance activities performed.
- Receives citizen complaints and handles situation tactfully, and/or refers individual to the supervisor for resolution.
- Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.
- Loads, unloads and hauls materials and equipment to and from job sites.
- Responsible for maintaining a safe work environment in the performance of duties.

City of Ashland

- Checks storm sewer lines, inspects manholes and flow.
- Assist Public Works Director with annual budget priorities, if needed.

Coordinates and Participates in Projects

- Consults with city and state engineers and works closely with all Public Works departments on problems and expansions related to design, construction, maintenance, and operation of public works structures, grounds, and facilities.
 - Sets street maintenance priorities as they apply to area of responsibility.
- Performs other duties as assigned or as the situation dictates.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.