

POSITION DESCRIPTION

Position Title: Operations Superintendent
Department: Public Works
Division: Streets/Solid Waste/Garage
FLSA: Exempt
Retirement: KPERS
Effective Date: January 7, 2026

GENERAL PURPOSE

Performs a variety of administrative, supervisory, skilled and semi-skilled tasks in the maintenance and operation of the Municipal Service Center and all supporting functions.

SUPERVISION RECEIVED

Works under the General Supervision of the Deputy Director of Public Works and under the broad departmental guidance provided by the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over Assistant Superintendent of Operations, Mechanics, Inventory Supply Clerk, Stormwater Equipment Operators and Concrete Maintenance Technicians. Exercises supervision (planning, scheduling, and evaluating) over the entire workforce either directly or through subordinate supervisors. The workforce consists of the following divisions: Street Maintenance/Sidewalk and Curbs/Traffic Control, Storm Sewer Maintenance, Solid Waste Collection/Disposal, Closed Landfill Maintenance/Brush Site, Central Garage, and Building Maintenance/Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Works with Director and Deputy Director to establish annual work goals and associated work plans, capital improvement recommendations and submittals.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates division activities with other departments and agencies as needed.
- Works with department and City administrative staff to develop **5-year plans** that reflect City policy and direction related to maintenance needs, equipment replacement, and facilities repair/replacement/maintenance.
- Keep up to date on industry trends, products, and practices. Propose changes to practices and procedures that enhance performance of the department.
- Ensure development of detailed Annual Work Plans for the following divisions/operations: Snow Removal, Solid Waste Collection, Street/Alley Maintenance, Sidewalk and Curb Maintenance; Signal and Sign Maintenance, Storm Water Maintenance, Vector/Mosquito Control, Street Sweeping, Downtown Area Maintenance, Civic Event Support, LCF Inmate Utilization Program, Training of All Levels of Employees, Facilities Management and Improvement (Municipal Service Center), and Divisional Vehicle Maintenance and Replacement Schedules.
- Organize and schedule the workforce in such a manner as to ensure that daily operations are performed efficiently and effectively. Ensure that the daily operations support the annual work plan through the necessary reports and work order system record keeping. Establish performance standards and deadlines as necessary to control the work.

- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Develop, maintain, and monitor a safety culture/Safety Awareness program in accordance with City Policy/guidelines. This culture will minimize accidents, injuries and property damage. Set the standards for safety, develop annual safety training objectives and ensure thorough accident investigations by subordinates.
- Schedule and review schedules by others related to vacation and training.
- Maximize the efficiency and effectiveness of existing personnel through training, education, and self-directed promotional opportunities.
- Trains, motivates and evaluates assigned staff; complete and/or review performance appraisals of workforce; provide direction as necessary for improvement and training/development activities for employees.
- Ensure that Work Management Record System is recording useful information, and prepare management reports on work activities.
- Manage building operations, resolve conflicts for other building users related to policies and procedures.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective use of budgeted funds, personnel, materials, facilities, and time.
- Provides supporting material as requested by Department or City Administrative staff.
- Review, recommend and manage City Wide Fleet Operations related to maintenance activities, fueling system, and equipment replacement recommendations.
- Respond to general questions from the public as to the nature of Operations Division work.
- Ensure that Operations activities appropriately use available outlets to keep the public informed (print media, Cable TV, Broadcast TV, social media, email, PIO, etc.)
- Attempt to resolve public relations issues in accordance with City policies within the resources of the Operations Division.
- Provide presentations individually or as part of a team to supervisors, boards, commissions, civic groups and the general public.

PERIPHERAL DUTIES

- Attend City Commission meetings as necessary.
- May serve as a member of various staff committees as assigned.
- Attend staff meetings and departmental meetings as required.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year College or University with a degree in Business Management, Construction Management, or closely related field, **AND** five years of related activity in a construction or public works environment, demonstrating increasing responsibility and management skills.

OR

AA in related field and seven years of related activity in a construction or public works environment.

OR

High School Graduation/GED equivalent and ten years of related experience illustrating progressive levels of responsibility and management in related fields.

- (B) Two years or more in a management/leadership position with demonstrated supervisory experience.
- (C) Read, write and speak English fluently.
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principles and practices of roadway, sewer, and storm sewer construction and maintenance including methods, materials, and equipment and scheduling.
- (B) Working knowledge of pavement management concepts; working knowledge of work management systems used to schedule work and track costs; working knowledge of the Manual of Uniform Traffic Control Devices.
- (C) Skill in the operation of listed tools and equipment; proficient skills in use of computer and software programs.
- (D) Ability to manage and motivate subordinates and others under both direct and indirect supervision to perform to the full level of their abilities.
- (E) Ability to read and understand plans and mapping sufficiently to follow directions from Public Works Director and Deputy Public Works Director related to work performed by the Operations Division. This includes sufficient math skills to verify nature and scope of the project, and ensure proper ordering of materials.
- (F) Ability to work independently and to complete daily activities according to work schedule; ability to communicate effectively orally and in writing; ability to multi-task.
- (G) Ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.
- (H) Ability to deal with public relations efforts that may be controversial; ability to effectively present information verbally, and in writing, to individuals or groups.

SPECIAL REQUIREMENTS

- (A) Commercial Pesticide Applicator Certification or must obtain within 12 months of hire date.
- (B) Class A Underground Storage Tank License or must obtain within 12 months of hire date.

DESIREABLE QUALIFICATIONS

- Have or obtain Kansas (or State equivalent) Commercial Driver's License (CDL) and retain for duration of employment.
- Detailed knowledge of the Manual of Uniform Traffic Control Devices and its application to striping, signing, signals, work zone safety, and other Operations Division activity.
- Familiar with regulations related to collection and disposal of solid waste.
- Familiar with infrastructure management philosophy associated with pavement management systems and annual work plans.
- Familiar with traffic signal operations, both theoretical and practical.
- General familiarity with maintenance requirements and activities associated with large and small vehicles and equipment.

TOOLS AND EQUIPMENT

Requires extensive and constant use of normal office equipment including personal computer, including word processing, spreadsheet, database and GIS software; e-mail, phone, two-way radio, scanner, copy and fax machines. Also requires use of pick-up truck and other vehicles and equipment, to include hand, power or gasoline operated construction tools, in support of City operations.

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.

Employee can expect extensive periods of time sitting, talking, listening, using the telephone, and using the computer. Extended periods of driving can also be expected. Regular use of hands and fingers to manipulate objects and controls is necessary. Employee can expect to regularly lift and carry 10-20 lb loads with occasional lifting and carrying of loads up to 50lb. Employee is expected to be able to use close vision and focus and to use normal written correspondence from both inside and outside the organization. Employee is expected to speak loudly and clearly from time to time at work and in public.

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.

The work is performed mostly in office setting. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally will be exposed to extremely hot substances, exposed to very high to very low temperatures and/or humidity in outdoor activity; employee will occasionally be exposed to chemicals, volatile components of asphalt, typical cleaning and maintenance chemicals in the garage area, as well as normal cleaning agents in the office area.

The noise level of the work environment is normal within the office environment to very loud when working near equipment

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date