

VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

SUPERINTENDENT OF STREETS

EFFECTIVE DATE: June 1, 2024

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Exempt
CLASS CODE: 8275	RANGE: S23	PENSION: IMRF	UNION: None
REPORTS TO: Assistant Director of Public Works	LEVEL OF SUPERVISION RECEIVED: Works under the general guidance and direction of the Director of Public Works.		LICENSE/CERTIFICATES: Valid Illinois driver's license.

SUMMARY:

The Superintendent of Streets is responsible for a variety of routine and complex assignments related to the management and maintenance of Village infrastructure including streets, signs, storm sewers, traffic control, fleet, grounds, and urban forest. Duties include coordination and planning of special events and programs and providing guidance and direction to supervisors and field staff. This position oversees the Village's snow and ice operations and is the primary staff member for weather related events/response. Possesses exemplary internal and external customer service skills and provides strong management oversight of Village projects. Responds to and interacts with residents, employees, contractors and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Manages general oversight of the daily operation and maintenance of the Village's streets, signs, storm sewers, traffic control, fleet, grounds, and urban forest. Assists in the planning and direction of routine and emergency operations.	Daily 30%
2.	Leads all activities and planning for yearly snow and ice operations. Acts as the "first call" for all weather events and maintains the roster for call outs. Forecasts, orders, and maintains the Village's road salt quantities through the State of Illinois Central Management Services joint purchase.	Daily 25%

3.	Provides oversight of the Village's fleet operations. Collaborates with the Fleet Supervisor to plan for and maintain all new and existing fleet equipment. Coordinates with various Village staff to determine the needs of other departments.	Daily 15%
4.	Assists in the analysis of the department's forestry operations through coordination with the Village Forester. Collaborates on yearly projects such as tree planting and removals.	Daily 15%
5.	Oversees the operation and maintenance of the Village's storm sewer system. Coordinates with the Engineering Department as part of larger storm sewer projects, such as rehabilitation, lining, and new installations.	Daily 15%
6.	Supervises, mentors, and educates direct report(s). Provides technical guidance to staff and other Village team members. Directs employees, implements Division procedures, assigns work tasks, and performs the performance evaluation process. Provides disciplinary action when needed. Facilitates a team approach by fostering effective communication amongst Department and Village staff.	Daily 10%
7.	Solicits bids and RFP's and serves as project manager under position areas of responsibility. Coordinates with various Departments to plan for and administer contracts for capital projects. Process purchase requisitions and orders for approval.	Daily 5%
8.	Researches and reviews current trends and technical matters. Prepares and reviews plans for improvements to current systems and infrastructure. Prepares a variety of studies, reports, and related information for decision-making purposes. Stays abreast of training opportunities and industry standards.	Monthly 30%
9.	Maintains complete and accurate departmental records. Prepares various internal and external reports outlining division activities for presentations on a regular basis. Answers inquiries and/or requests for service from Village residents, customers, and other departments. Possesses excellent organizational and customer service skills.	Monthly 20%
10.	Provides input in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.	Monthly 10%
11.	Participates in the preparation of the annual budget and administers and controls expenditures. Develops recommendations for the Capital Improvements Program.	Annually 10%
12.	Makes presentations to supervisors, Boards, Commissions, civic groups, and the general public as assigned.	Annually 10%
13.	Maintains thorough knowledge of the Department's Standard Operating Procedures and Safety Practices; ensures that all procedures/practices are followed. Acts as a role model in following the organization's policies and procedures, employee handbook and implementing labor contract.	Daily

14.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily
-----	---	-------

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates with other departments to assist in the planning and design of municipal projects.
2.	Approve daily benefit time and review payroll documents.
3.	Meets regularly with staff and division supervisors.
4.	Attends Leadership and Management meetings.
5.	Assists in the recruitment process of staff.
6.	Review accident and injury reports.
7.	Assists in Collective Bargaining Agreement negotiations.
8.	Produces educational handouts, website content, brochures, or other information to assist customers.
9.	Serves as a member of various employee committees.
10.	Follows Village-wide and departmental safety rules and practices.
11.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☐ None required

☒ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

- Supervision of the division staff.
- Prepare personnel evaluation reviews for direct reports.
- Administer disciplinary action.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☐ High school diploma or general education degree (GED)
- ☐ Two or more years of college coursework in related field
- ☒ Associate's degree (A.A.) from two-year college or technical school
- ☐ Bachelor's degree (B.A.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D)

Degree or coursework should be in...

***Civil Engineering, Business Management,
Construction Management, Public Administration,
or closely related field preferred***

Experience Level (Select one - required)

- ☐ No prior experience or training required
- ☐ Six months to one year related experience
- ☐ One to two years related experience
- ☐ Two to four years related experience
- ☒ Four to ten years related experience

***A minimum of five (5) years of experience in Public
Works or related industry.***

Additional Experience (Select as appropriate)

- ☒ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

3-5 years preferred

Additional Skills

☐ Certifications

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☒ Word Processing data
- ☐ Spreadsheet software
- ☐ Database software
- ☒ Specialized applications:

Microsoft Office, Cartegraph Asset Management

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☐ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☒ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Fluency in foreign
language skills is:

- ☒ A Plus
☐ Preferred
☐ Required

Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

WORKING KNOWLEDGE OF:

Experience in administering budgets and contracts, and all department operations.

Knowledge of regulatory agency rules and regulations, including Illinois Department of Transportation, Cook County Highway Department, and Motor Fuel Tax.

Knowledge of and experience with safety precautions to be observed in maintenance and emergency repair work.

Knowledge of the Illinois Manual on Uniform Traffic Control Devices (MUTCD).

ABILITY TO:

- ◆ Establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public.
- ◆ Provide excellent customer service (internal/external).
- ◆ Provide input and assist in developing short and long-range goals.
- ◆ Multi-task.
- ◆ Maintain cost effective practices.
- ◆ Review trends and development.
- ◆ Research, resolve and respond to complex problems and complaints.
- ◆ Provide technical advice to supervisors, Boards, Commissions, civic groups, and the general public.
- ◆ Read and understand complicated construction documents and specifications.
- ◆ Establish, evaluate, and maintain priorities.
- ◆ Climb, balance, crawl, pull, and lift to gain access to construction areas or sites for inspection.
- ◆ Communicate effectively, orally and in writing, using the English language.
- ◆ Establish and maintain effective working relationships with co-workers, supervisors, other Village employees, officials, and the public.
- ◆ Respond professionally and respectfully to employees and the public and satisfactorily resolve inquiries.
- ◆ Read, write, speak, and comprehend the English language.
- ◆ Ability to work with interruptions, such as: front counter questions, phone calls, etc.

PROFICIENCY IN:

- ◆ Operating a desktop computer (or computer equipment) in a network environment (laptop, iPad, etc.)
- ◆ Working efficiently under pressure
- ◆ Multi – tasking

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	_____	<u>X</u>
Uses fingers in a repetitive motion	_____	_____	<u>X</u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>X</u>	_____
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	<u>X</u>	_____
Tastes or smells	<u>X</u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>X</u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

X

Corrected vision of...

Uncorrected vision of...

As required by the ILSOS to operate a motor vehicle

Enter specific vision requirement here

WORK ENVIRONMENT:

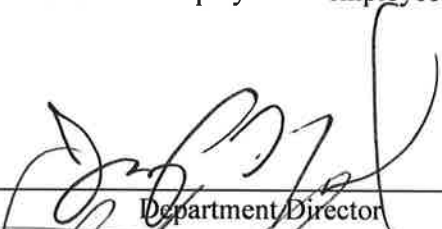
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)	----- Amount of Time -----			
<u>Environmental Conditions</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Works near moving mechanical parts	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Works in high precarious places, underground, or confined spaces	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Flying debris or airborne particles	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Fire, smoke, fumes, gases, or noxious odors	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Risk of electrical shock	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
Works with explosives or risk of radiation	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Vibration	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Extreme illumination	<u> X </u>	<u> </u>	<u> </u>	<u> </u>
Low noise level (Normal voice tones)	<u> </u>	<u> </u>	<u> </u>	<u> X </u>
Moderate noise level (Raised voice levels)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>
High noise level (Shouting/ear protection may be needed)	<u> </u>	<u> X </u>	<u> </u>	<u> </u>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____

