

Parks & Streets Department Superintendent

Job Description

Position Summary

The Parks & Streets Department Superintendent is responsible for overseeing the maintenance, operation, and improvement of town streets, parks, public grounds, stormwater systems, facilities, and related infrastructure. This position supervises daily operations, coordinates seasonal work, ensures public safety, manages department equipment and personnel, and supports utility operations as needed.

The Superintendent serves as an essential part of town operations and is expected to respond to emergencies, weather events, and infrastructure issues as required.

Essential Duties & Responsibilities

Streets & Public Grounds

- Oversee maintenance and repair of streets, alleys, sidewalks, drainage systems, and public rights-of-way.
- Coordinate pothole repair, snow and ice removal, road salting, street cleaning, and storm response operations.
- Maintain town signage, barricades, street markings, and traffic control devices.
- Supervise mowing, vegetation control, tree trimming, leaf pickup, and general upkeep of parks and town-owned properties.
- Monitor and maintain stormwater drainage systems, ditches, and culverts.

Parks & Facilities

- Maintain parks, ballfields, shelters, restrooms, playgrounds, and public facilities.
- Coordinate seasonal opening, closing, winterization, and event setup/teardown.
- Ensure town properties remain clean, safe, secure, and ADA compliant.
- Oversee facility repairs, lighting, landscaping, and grounds maintenance.
- Equipment & Fleet
- Oversee maintenance and operation of department vehicles, heavy equipment, mowers, tools, and small engines.
- Coordinate repairs, preventative maintenance, and equipment replacement planning.

Utility & Public Works Support

- Assist with utility-related maintenance activities including hydrant flushing, meter maintenance, valve exercising, sewer cleaning, utility locates, and excavation support.
- Coordinate with water and wastewater personnel during emergencies, repairs, and infrastructure projects.
- Support maintenance of town-owned utility properties and infrastructure.

Administration & Management

- Supervise department employees and coordinate daily work assignments.
- Review, approve, and maintain employee timesheets and attendance records.
- Develop work schedules, maintain records, and oversee departmental operations.
- Assist with budgeting, purchasing, inventory, and long-term planning.
- Attend meetings with town officials, contractors, engineers, and outside agencies.
- Ensure compliance with OSHA safety standards, town policies, and regulatory requirements.
- Maintain accurate documentation, reports, and operational records.
- Emergency & On-Call Duties
- Respond to emergencies, weather events, utility issues, and public safety concerns as needed.
- Participate in an on-call rotation and provide after-hours response when necessary.

Qualifications

- Knowledge of street, park, facility, and public works maintenance practices.
 - Ability to operate and maintain equipment and tools used in municipal operations.
 - Strong organizational, communication, and supervisory skills.
 - Ability to work outdoors in varying weather conditions and perform physical labor as needed.
 - Experience in municipal maintenance, public works, utilities, or related field preferred.
 - Valid driver's license required; CDL preferred or ability to obtain.
 - Ability to obtain or maintain required certifications and safety training.
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Working Conditions

- Work performed both indoors and outdoors in all weather conditions.
 - Frequent lifting, bending, climbing, equipment operation, and manual labor.
 - Subject to emergency callouts, weekend work, and seasonal overtime.
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General Statement

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. Duties and responsibilities may be added, modified, or reassigned as operational needs require.