



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	DPW Highway Superintendent
Classification	Salary/Exempt
Pay Range	\$85,600.00 - \$107,000.00 Annually (1K01)

Job Summary

The Highway Superintendent is a full-time position within the Village of Pleasant Prairie's Public Works Department and directly reports to the Director of Public Works. The Highway Superintendent is a managerial, technical, and professional position that oversees the daily management and operations of the Department of Public Works Highway Division and is responsible for the annual budget administration and monitoring, inventory planning, report preparation and submission, and ensures compliance with all standards and regulations. This position provides direct supervision, training, development, and hiring for the Highway Division's Street, Clean Water, Solid Waste, and Fleet Crew employees. Incumbents will exercise independent judgement, provide excellent customer service, and demonstrate strong ethical, professional, and service-oriented leadership. This position is scheduled Tuesday – Friday 6:00 a.m. to 4:30 p.m. but will require regular work that may extend into the evenings or weekends due to emergencies or scheduled Village events.

Job Duties

- Provides direct supervision for the Street, Clean Water, Solid Waste, and Fleet Crew Leads and establishes daily and weekly priorities, supervision, training, and development for employees within the Highway Division.
- Prepares, or assists, with the preparation, submission, and reporting for annual operating budgets and five-year capital improvement plans for the Highway Division.
- Coordinates and prioritizes various Public Works projects alongside other Public Works divisions and Village departments and conducts quality and safety inspections during and after project completion.
- Utilizes the Village's asset management software to organize work and schedules effectively.
- Applies knowledge of soils, drainage, road base stabilization, and general construction practices to train team, identify areas of improvement, and ensure compliance with applicable regulations or policies.
- Performs asset reviews and ensures the efficient maintenance, repair, or acquisition of equipment and/or materials needed for various work assignments.
- Supports in the implementation and enforcement of policies and procedures necessary for the effective management and operation of the Highway Division.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance within the Highway Division.
- Assists the Highway Division with snow plowing and responds to after-hours emergencies as needed.
- Adheres to and enforces OSHA safety procedures and safe work practices to ensure safe, effective, and efficient procedures are practiced by employees.
- Effectively communicates, resolves issues, and establishes positive working relationships with Village officials, employees, and the general public.
- Leads by example and enforces all Village policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Public Works Department.

Physical Requirements

- Frequent public interaction and requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent movement about the Village of Pleasant Prairie boundary, worksites, and office spaces that will require regular standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, lifting and/or carrying a range of weight up to 100 pounds.
- Frequently works in an outdoor environment, in hazardous conditions, or in enclosed spaces for extended periods of time with potential exposure to noxious odors and smells, poor ventilation, wet or muddy areas, wind, precipitation, and high and low temperatures.
- Frequent operation and/or close proximity to machinery and moving equipment or in an environment where the noise level is normally moderately loud.
- Frequent operation of a computer, phone, copier, and other office equipment.

Requirements - educational, certifications and experience

- A Bachelor's degree in Civil Engineering, Business Administration, Construction Management, Natural Resource Management, or closely related field is preferred.
- 5+ years of operational experience in public works, construction, or similar area is preferred.
- 2+ years of professional managerial or supervisory experience is preferred.
- Proficiency with Microsoft Office applications.
- Valid driver's license; Commercial Driver's License Class B with air brake endorsements preferred.
- Familiar with applicable OSHA regulations.
- Possesses strong interpersonal, technical management, customer service, and leadership skills.
- Proven ability to provide a safe and positive working environment for employees.
- Ability to complete and maintain certification for First Aid – CPR training within six (6) months of employment.
- Complete 40-hour HAZWOPER certification within six (6) months; annual refresher training.
- Complete Confined Space Certification within twelve (12) months; maintain certification.
- Complete Competent Person Certification for Excavation within twelve (12) months; maintain certification.
- Other combinations of education, training, and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.