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Addition 3/1/2010  
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Revised 5/1/2000  
Addition 4/14/1996  
Revised 5/15/1995  
Revised 7/1/1985  
Effective 5/1/1984

City of Knoxville, Illinois

JOB DESCRIPTION FOR SUPERINTENDENT OF STREET DEPARTMENT

REVISED TO:

SUPERVISOR OF PUBLIC WORKS  
over Streets, Parks, Cemetery and Sanitation  
effective 5/3/2010

The Supervisor of the Public Works shall do, and supervise other persons employed to assist in the following;

A. GENERAL DUTIES

1. Keep/SUPERVISE time and payroll reports;
2. Maintain/supervise all building, equipment, tools and supplies designated for primary use in department,
3. Be accountable and responsible for all supervised employees regarding purchases which are charged to the City as well as all equipment, tools and supplies designated for primary use by the Street Department;
4. Recommend to the GCSE/DEO \*\* any supplies, tools or equipment that need to be purchased, in excess of \$500.00 limit and purchase same only if specifically authorized to do so.
5. Consult with the GCSE/DEO at least twice per month to insure ongoing communication and hopefully prevent problems before they arise.
6. Be on call at times beyond the regular work week in case of an emergency in the department.
7. Arrange for another City employee to be on call when you are not available and notify the GCSE/DEO regarding who is to be called in case of an emergency;
8. Take an annual inventory of all building, equipment, and tools and supplies for the department;
9. Practice and insist that all individuals being supervised adhere to safe work practices regarding use of equipment and tools; and personal clothing in relation to the use of equipment and tools.
10. Cooperate with other individuals who have reason to work with the department and;
11. Assist with major projects and/or emergency situations in other departments when such other department projects or emergencies take priority over your regular responsibilities. In case of any question regarding whether your regular duties or the other department situation has the higher priority, consult with GCSE/DEO regarding the priority.

Street Superintendent continued

12. Be responsible for the efficient maintenance and operation of all Public Works of the City.

\*\*GCSE/DEO MEANS General City Supervisory Employee if there be one, otherwise Designated Elected Official.

B. ILLUSTRATIVE DUTIES:

1. Grade and/or prepare street surfaces.
2. Repair streets
3. Install and maintain all traffic and related signs
4. Clean and/or replace all existing culverts as needed, install new culverts as authorized.
5. Remove snow from all streets and City owned parking lots.
6. Make City snow removal equipment available for use in the Cemetery as soon as streets are cleared or sooner if a burial is scheduled prior to the time that the streets will be cleared.
7. In the event that there is no Cemetery and Parks employee to run Street Department equipment for snow removal in the Cemetery, then the Street personnel will remove snow from Cemetery drives as well as all the drives, walks and building entrances in the Knoxville Square.
8. Work with the City Engineer in preparing a tentative budget for motor fuel tax funds.
9. Prepare a tentative budget for the Public Works Department, including budgets for the Street Department( other than motor fuel tax funds), Parks, Cemetery, and Sanitation. (Sanitation budget to be prepared in conjunction with the Primary Employee of Refuse Collection).
10. Supervise and inspect all curb cuts and street cuts performed by utility companies or property owners or persons/firms employed by utility companies or property owners.
11. Supervise and inspect any street construction by an independent contractor which is not under the supervision of the City engineer.
12. Be accountable for all small equipment, tools and supplies designated for primary use in the street department.
13. Fill out accident report for personal and other employee's work accidents in the street department and promptly submit such report to the City Clerk's Office.
14. Maintain and secure tree disposal area and supervise persons making deposits in that area and
15. Any other duty necessary to discharge the general responsibilities of the Superintendent of the Public Works.
16. Is able to perform all physical aspects of the job, which includes:
  - a) Physical Demand Level: Heavy Work—Exerting 60 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  - b) The ability to exert one's self physically over long periods of time without getting winded or out of breath.
  - c) The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Streets continued:

B. ILLUSTRATIVE DUTIES (continued)

- d) The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- e) The ability to quickly and repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs.
- f) The ability to coordinate the movement of the arms, legs, and torso together in activities where the whole body is in motion.
- g) Performing physical activities that require moving one's whole body, such as in climbing, lifting, balance, walking stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.
- h) Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

17. Maintain and clean storm sewer system.

18. Must have CDL license.

19. Dig and cover graves at cemetery and Grace Lutheran Church cemetery.

20. Maintain graves at cemetery from October to April and any other duties that need to be done.

21. Direct supervision of all employees with the department except for Sanitation; direct supervision of the Primary Employee for Refuse Collection; and indirect supervision of all Sanitation employees.

To abide by the Motor Vehicle Report and Drug & Alcohol Policy. (Added March 1, 2010)