



Department:	Streets
Supervisor:	City Administrator
Union Status:	Non-Union
FLSA Status:	Exempt
Grade:	10
Revision Date:	July, 2026
Prepared by	Human Resources

Job Description – Position Title: Street Superintendent

Primary Objective of Position

This position is responsible for administration of the street maintenance department and mechanic shop of the Public Works Department, including but not limited to: supervising street maintenance workers and mechanic; managing snow removal operations; planning and coordinating street maintenance projects, overseeing equipment maintenance and workflow; establishing maintenance priorities; and working with the general public to communicate program objectives. Prioritizes and assigns daily work assignments and dispatches crews as well as the shop mechanic. Monitors work for quality and is a technical resource for subordinates. Maintains safety programs, instructs crews in work methods, inspects work, responds to citizen complaints and inquiries. Must have the ability and is responsible for operation of heavy equipment including tandem trucks, pay loaders, pumping equipment and well as snow blowing equipment.

Essential Functions of the Position

- Manages street maintenance division, including but not limited to: determining priority of work projects; determining appropriate work assignments; coordinating projects with other maintenance divisions; determining equipment needs; communicating street policies and procedures; authorizing deviations from established policies, procedures, or regulations; coordinating outside contractual work, if necessary; and reviewing projects for satisfactory completion.
- Responsible for establishing and implementing procedures for centralized maintenance operations for repair and routine maintenance of all City owned vehicles and equipment.
- Manages and supervises street maintenance staff and mechanic, including but not limited to: recommending human resource needs, making hiring recommendations; conducting performance reviews of staff; and recommending disciplinary actions.
- Enforces safety and environmental rules and regulations.
- Develops division data necessary for budget preparation and monitors compliance with approved budget, monitors, and tracks division experience. Authorizes payment for work completed, services rendered, and materials purchased.

- Coordinates purchasing procedures to provide a centralized purchasing function for the mechanic shop which includes an inventory for all parts, working tools, fuels etc.
- Reviews and evaluates vehicles and other equipment which has been damaged and obtains estimates for body work and other specialized repair services which must be contracted out.
- Administers the program of street, alley, parking lot maintenance by conducting such projects as seal coating and paving, removing debris, sweeping, and flushing street, crack filling, and maintenance of drainage ways. Proposes new projects to improve City services to the public.
- Administers the programs of sanding, salting, and removing snow and ice from City streets and parking lots.
- Is responsible for leading the crew in storm sewer maintenance which includes jetting pipes and cleaning catch basins.
- As needed, performs a variety of street maintenance work duties; assists Water and Wastewater Department, Electric Department, Park and Recreation Department and other City Departments.
- Evaluates new equipment and replacement equipment needs in consultation with other superintendents to determine appropriate recommendations to the City Administrator for purchase of new equipment.
- Maintains records for work completed, services rendered, and materials purchased. Maintains records on assigned work, projects, and related areas of program responsibility.
- Supervises the maintenance of time, material, and equipment use records; requisitions materials and supplies; assists in preparing budget and controls expenditures.
- Performs such other duties as are consistent with the tasks of the position and as may be assigned by the City.

Minimum Qualification

The job requires a high school diploma or equivalent, a combination of education and experience equal to five years.

Considerable knowledge of materials, methods, and techniques commonly used in municipal street construction and maintenance activities.

Must be able to oversee, plan and organize work that includes general welding, maintenance of equipment including trouble shooting methods, tools, and materials used in the maintenance and repairs of automotive, maintenance, construction and related equipment.

Ability to supervise the work of unskilled and limited-skilled workers and equipment operators performing varied maintenance activities and obtain effective results. Ability to communicate effectively is necessary.

This position must be able to operate heavy and light equipment and be able to work with the team as well as lead the team. Must possess a valid Class B driver's license or the ability to obtain within 6 months. Must have an acceptable driving record.

Ability to understand and follow moderately complex written and oral instructions. Knowledge of hazards and safety precautions of the work. Skill in the use of all tools, equipment, and vehicles associated with the work.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

Supervision of Others

Provides daily supervision and work direction to a crew of street maintenance staff including seasonal staff for summer.

Requirements

In compliance with Americans with Disabilities Act, the following represents the physical, mental, and environmental demands:

Considerable knowledge of the principles of operation and servicing of heavy and light equipment including the adaptations and specialized uses to which equipment can be put in meeting emergency or other unusual conditions. Considerable knowledge of the traffic laws, ordinances, and regulations involved in equipment operation. Have considerable knowledge of the occupation's hazards involved and the safety precautions necessary in equipment operation. Ability to perform a variety of maintenance, repair, and construction assignments. Skill in the operation and servicing of a variety of heavy road equipment and trucks.

Requires incumbent to:

- Work inside, outside, in confined spaces, on uneven ground, underground, on slippery surfaces.
- Work alone, with others, around others, and have contact with the public.

May be exposed to:

- Noise.
- Travel.
- Threatening environment.
- Bodily injury.
- Hazardous materials.
- Pressurized equipment, moving objects.
- Heat, extreme heat, cold, extreme cold.
- Wetness, humidity, marked changes in temperature or humidity.

Activities that occur continuously (Over 70% of the time in a typical week; continuous).

- Exposed to driving on the street.
- Exposed to moving mechanical parts.

Activities that occur frequently (45% - 70% of the time in a typical week - frequently).

- Sit
- Stand.

- Bending or stooping.
- Kneeling or squatting.
- Lift or carry less than 10 lbs.
- Lift or carry 11-25lbs.
- Repetitive movement.
- Working in cold weather below freezing.
- Working in hot weather above 90.
- Exposed to fumes or airborne particles.
- Exposed to grease/grim.
- Exposed to slippery conditions.
- Inability to leave workstation.

Activities that occur occasionally (15% - 45% of time in a typical week; occasional).

- Work with arms above shoulder.
- Climbing.
- Lift or Carry 26-60+ lbs.
- Lift, carry, push, pull over 60 lbs.
- Exposed to toxic/caustic materials.
- Exposed to sickening odor.
- Exposed to machine tools.
- Limited Mental effort and/or stress.
- Exposed to wet conditions.
- Work with moderate deadlines.
- Work with high deadlines.
- Work with high detail.

Activities that occur intermittently (Intermittent - Less than 15% of the time in a typical week (one per week or less)).

- Sit.
- Keyboarding.
- Exposed to annoying odor.
- Exposed to high, precarious spaces.
- Exposed to risk of electrical shock.
- Exposure to angry public.
- Exposure to offensive language.
- Exposure to threats.
- Some mental effort and stress are involved resulting in frustration.
- Considerable mental effort and stress.
- Work with moderate deadlines.
- Exposed to grease and grime.
- Exposed to wet conditions.
- Exposed to slippery conditions.
- Work alone.

Equipment Utilized

- Vactor/Jetter.
- Digger truck.
- Skid steer.
- Backhoe.
- Payloader.
- Dump truck.
- Street Sweeper
- Pick-up Trucks.
- Worker packer.
- Weed sprayer.
- Mower.
- Large Trucks.
- Milling machine.
- Drills.
- Welders.
- Impact Tools.

Job Location

- Steet Department.

Conditions of Employment

- Must comply with organizational and department policies.
- Obtain a Class A or B driver's license within 6 months of hire.
- Ability to train and instruct others in the operation of equipment; good project management skills with the ability to prioritize work; good organizational and negotiation skills; a working ability to read and follow verbal and written instructions (in English); strong planning, organizational, and negotiation skills; and good oral communication skills and the ability to work effectively with others is required; ability to interpret project plans or blueprints for managing projects.
- This position requires the use of a personal vehicle or City vehicle while conducting City business. Individuals must be physically capable of operating a vehicle safely and must possess an appropriate, valid Minnesota Driver's License.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Redwood Falls is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.