



**Town of Long Beach, Indiana**  
**POSITION DESCRIPTION**

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**TITLE:** Street Department Superintendent

**FLSA CLASSIFICATION:** Non-Exempt

**JOB CLASSIFICATION:** Regular full-time

**REPORTS TO:** Town Council

**EFFECTIVE DATE:** January 1, 2021

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**SUMMARY/OBJECTIVE:**

The Street Department Superintendent is responsible for all field operations in the Town of Long Beach. This includes new construction and maintenance of 17.5 miles of public roadway, 2.5 miles of community beach, drainage, parks/grounds and wetlands, public buildings, and facilities. The position requires a depth of knowledge and experience in many phases of field operations.

**ESSENTIAL FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Responsible for the total construction and maintenance of all public works, such as street patching and cleaning, berming edges of road, trimming trees, clearing debris, and driving hazards from right-of-way, beach maintenance, mowing.
- Development of the annual street department budget.
- Management of all department expenditures to assure spending does not exceed the budget.
- Formulate and present annually, short and long range plans to Town Council for approval.
- Identify state-of-the-art municipal street department strategies that can be implemented in Long Beach
- Create and implement process improvements which will improve the efficiency and productivity of the department
- Prepare bidding documents and specifications
- Manage stormwater inspections of the town to detect and eliminate illicit discharge; and pollution prevention
- Manage and maintain all trucks and heavy equipment from daily maintenance to in depth repair.
- Assist the Water Department in various projects including water services, main projects, and water emergencies.

- Maintenance of town buildings including but not limited to landscaping, janitorial services and building maintenance.
- Install, fix, or replace road signage for traffic control.
- Maintain necessary road detours and closures.
- Provide assistance to Police, Fire, and EMS services during emergency calls.
- Manage the mosquito control program from detection through abatement.
- Diseased tree removal
- Disposal of dead animals in roadway.
- Process street and alley cut permits
- Maintain accurate history of Town infrastructure and physical characteristics
- Report to Town Council at the monthly Town Council meeting

**SKILLS AND ABILITIES:**

- Strategic planning
- Project management
- Team Leadership
- Municipal finance acumen
- Communication skills - written and verbal
- Strong mechanical reasoning and experience
- Ability to use locating equipment to locate drains, main, curb stops and valves and underground utilities.
- Knowledge and ability to weld and fabricate repair parts
- Read and understand construction drawings, site plan and blueprints.
- Recognize and assess problems and perform repairs
- Flexibility
- Adaptability
- Customer service orientation

**SUPERVISORY REPONSIBILITIES:**

- 1 Street Department Laborer
- Supervise snow and ice removal personnel

**EDUCATION, KNOWLEDGE AND EXPERIENCE:**

- High school diploma or GED
- Must have computer skills and knowledge of relevant software
- Must have a valid state driver license
- Must have at a Minimum Category 8 Pesticide License
- Must have knowledge of MS4 and ability to comply with all established regulations associated with the MS4 program. The MS4 program is overseen by IDEM and the EPA.
- State Certified: Employee Responsibility Charge (Local Technical Assistance Program)

**ADDITIONAL ELIGIBITY REQUIREMENTS:**

- Must be willing to become a bona fide resident of the County of LaPorte within 6 months of start date.
- Must have a valid Indiana CDL driver license

**TOOLS AND EQUIPMENT USED:**

- Computer, calculator, fax machine, printer/scanner/copier, and telephone.
- dump truck, backhoe, front loader, bush hog, excavator, street sweeper, leaf vacuum, axe, chain saw, etc.

**WORK SCHEDULE:**

- Monday – Friday 7:30 am to 4:30 pm
- Must be able to respond to emergencies and snow plowing 24/7

**WORK ENVIRONMENT:**

- In office
- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- During day and night shifts
- Occasionally in highly precarious places
- Occasionally exposed to wet and/or humid conditions
- Occasionally exposed to fumes or airborne particles
- Occasionally exposed to toxic or caustic chemicals
- Occasionally risk of electrical shock and vibration
- Occasionally in other hazardous conditions
- The noise level is usually quiet in office settings and loud at construction sites

**PHYSICAL DEMANDS:**

- Sit
- Stand
- Talk and listen
- Use hands and fingers
- Handle or operate objects, tools, or controls
- Reach with hands and arms
- Able to lift at least 25 pounds
- Occasionally required to: climb or balance; stoop, kneel, crouch, or crawl
- Taste or smell

*Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands.*

**TRAVEL REQUIRED OUTSIDE OF LONG BEACH**

- Occasional travel to municipal or technical training sessions

**DISCLAIMER:**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.*

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