

Town Public Works Superintendent

Position Summary

The Superintendent is a key leadership position responsible for overseeing the Town of Oxford's operations, including the water and sewer utilities, stormwater systems, park and facility maintenance, road maintenance, and general public works. The Superintendent ensures efficient day-to-day operation and upkeep of public infrastructure, compliance with regulatory requirements, and delivery of quality services to residents. This role supervises laborers and works closely with the Town Council to plan, execute, and monitor municipal projects and services.

Essential Duties and Responsibilities

Water and Sewer Utilities

Oversee daily operations of the Water and Sewer Utility systems, including routine maintenance and emergency response.

Investigate and resolve customer complaints and service concerns related to water quality, leaks, backups, pressure issues, and utility disruptions.

Advise contractors, developers, and property owners on procedures and requirements for new water and sewer connections.

Monitor the performance of the water tower, pumps, lift stations, valves, hydrants, meters, and other critical infrastructure.

Respond to and ensure resolution of water and wastewater system alarms. Coordinate after-hours or emergency responses as needed.

Ensure all water and sewer system activities comply with IDEM regulations and reporting standards.

Maintain accurate records of system maintenance, repairs, testing, and inspections.

Street and Right-of-Way Maintenance

Manage routine and emergency maintenance of streets, sidewalks, curbs, and signage.

Perform and oversee patching, paving, crack sealing, and snow/ice removal.

Maintain and clean storm drains, culverts, and open drainage systems.

Lead weekly brush and leaf pickup and ensure proper disposal procedures.

Ensure safe, visible, and compliant roadway conditions throughout the Town.

Parks and Public Facilities

Oversee groundskeeping, repair, and upkeep of parks, public spaces, playgrounds, and Town buildings.

Coordinate seasonal maintenance, mowing, landscaping, and winterization tasks.

Fleet and Equipment Management

Schedule and oversee routine maintenance and repair of the Town's vehicle and equipment fleet.

Ensure all equipment is in good working condition and safely operated by trained staff.

Maintain maintenance logs and plan for the replacement of aging equipment as needed.

Ensure proper inventory of tools, equipment, and materials.

Personnel and Supervision

Supervise laborers, assigning tasks, setting priorities, and overseeing job performance.

Ensure all work is performed in a safe and efficient manner and in compliance with Town safety procedures and OSHA standards.

Train staff on equipment usage, safety practices, and maintenance procedures.

Conduct performance evaluations annually and assist with hiring recommendations.

Assist in preparing departmental budgets and monitoring expenditure.

Performs other job-related duties as required to meet department needs, within the scope of this position.

Required Qualifications

DSS and WT3 Water Operator License

Class 1 Wastewater Operator License

Valid Indiana Driver's License

Experience with heavy equipment such as backhoes, excavators, skid steers, and similar equipment

Understanding of utility systems, pumps, valves, electrical components, and line repair methods

Familiarity with asphalt and concrete repair techniques, signage installation, and facility upkeep

Basic knowledge of computers, emails, and electronic filing

Preferred Qualifications

Experience with municipal infrastructure, utility coordination, and construction planning.

Valid Indiana Commercial Driver's License

Working Conditions

Work is performed primarily outdoors and may involve exposure to extreme weather conditions, moving equipment, noise, dust, chemicals, and other hazards associated with municipal operations. The position requires frequent standing, walking, bending, kneeling, climbing, lifting,

carrying, pushing, and pulling. Employees are required to comply with departmental safety rules and wear appropriate personal protective equipment.

Disclaimer

The duties and responsibilities described herein are intended to describe the general nature and level of work performed and are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Employees may be required to perform additional duties as assigned to meet the operational needs of the Town. This job description does not constitute a contract of employment and does not alter the at-will employment relationship between the Town and the employee.