

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Stephen Schultz  
Work Phone:
  2. Class Title (i.e. payroll title):  
Streets Assistant Superintendent
  3. Working Title (if any):  
Streets & Urban Forestry Assistant Superintendent
  4. Name & Class of First-Line Supervisor:  
Charlie Romines, Streets & Urban Forestry Superintendent  
Work Phone: 608-266-4680
  5. Department, Division & Section:  
Public Works, Streets & Urban Forestry
  6. Work Address:  
4602 Sycamore Ave., Madison, WI 53704
  7. Hours/Week: 40/week  
Start time: 7:00 am End time: 3:30 pm
  8. Date of hire in this position:
  9. From approximately what date has employee performed the work currently assigned:  
1/2020
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10. Position Summary:

This is responsible supervisory, managerial, and administrative work in managing the day-to-day operations of the Street & Urban Forestry Division; and in assisting the Street Superintendent in the planning and development of Division programs, policies and procedures. Work involves considerable discretion and judgment in coordinating and integrating diverse operations; related problem resolution; and associated communications with City officials and managers, and the public. Under the general supervision of the Street & Urban Forestry Superintendent, the employee in this class implements established work programs and routines

through the supervision of a diverse staff engaged in 24 hour maintenance operations and activities.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

65% A. Oversight, Management and Coordination of Operations and Personnel:

1. Manage and Coordinate the Streets Division-East and West Sides operations centers and the Transfer Site and Bush Processing Facility. Functional responsibilities at the aforementioned facilities include: solid waste, street repair, snow and ice control, streets sweeping and public relations.
2. Manage and coordinate the Urban Forestry east and west work units overseeing the production work to include tree pruning, planting, removal and treatment.
3. Establish operational goals and objectives throughout the division and facilitate their implementation.
4. Set priorities and establish schedules and procedures for all facets within the division.
5. Supervise a large staff of professional, supervisory, maintenance, laborer and hourly employees, directly or through subordinate supervisors.
6. Oversee the hiring, evaluation, training, reassignment, discipline and termination of staff.
7. Receive and respond to grievances.
8. Conduct investigations regarding workplace concerns.
9. Provide leadership to subordinate supervisors in the development and implementation of safety programs.
10. Participate in contract negotiations with labor organizations as directed.

25% B. Budget, Policies, and Procedures Administration:

1. Evaluate division operating policies and procedures. Develop and recommend appropriate modifications.
2. Develop and recommend cost-effective and/or measures to improve the implementation of division programs.
3. Evaluate and recommend the purchase of equipment and materials.
4. Participate in the development of equipment and material specifications.
5. Assist the Street Superintendent in the general administration of the division.
6. Prepare and recommend mid-term and long-term operational plans.
7. Gather and analyze performance and budgetary data.
8. Maintain operating budgets.
9. Participate in the development of operating and capital budgets.
10. Prepare operational reports and statistics.

10% C. Street & Urban Forestry Superintendent Assistance:

1. Act for the Superintendent by attending meetings as their representative to explain divisional activities, or respond to operational concerns.
2. Serve on the Division's Management team. Monitor trends in streets operations activities and recommend improvements to Streets Division staff.
3. Assume direct responsibility for divisional activities and programs during the absence of the Superintendent.
4. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of materials, methods and practices utilized in the construction and maintenance of streets, and in the provisions of street-cleaning, snow and ice removal, solid waste and recycling collection/processing as well as urban forestry unit production work including tree pruning, planting and removal. Thorough knowledge of related

equipment/technology for Streets and Urban Forestry work. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of capital and operating budget development, and monitoring techniques and procedures. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to manage diverse operations and large staffs of employees directly and through subordinate supervisors. Ability to give directions, set policy, solve problems and plan for the future. Ability to prepare effective operational and statistical reports and recommendations. Ability to develop capital and operating budgets, cost estimates and monitor expenditures. Ability to communicate effectively orally and in writing and to make presentations to public groups, various committees and commissions. Ability to inspect and evaluate work performed and implement related recommendations. Ability to oversee the hiring, training, evaluating, disciplining and termination of employees. Ability to evaluate field conditions and to make independent operational decisions. Ability to evaluate unit policies, procedures, equipment, and materials and to recommend and/or implement efficiency improvements. Ability to establish and maintain effective working and public relationships. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

15. Physical requirements:

Employees in this classification must be able to physically access and inspect all streets facilities throughout the City. This position requires work outdoors in all types of weather while walking and standing. However, the incumbent will also be expected to perform work at a desk using a computer, telephone, and other traditional office equipment. Finally, the incumbent may be expected to attend a variety of meetings outside normal working hours, including evenings and weekends.

16. Supervision received (level and type):

Streets Superintendent

17. Leadership Responsibilities:

This position: X is responsible for supervisory activities (Supervisory Analysis Form attached).

has no leadership responsibility.

provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

Stephen Schultz  
EMPLOYEE

April 16, 2021  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.