

**VILLAGE OF NEW GLARUS
PUBLIC WORKS DIRECTOR
POSITION DESCRIPTION
JUNE 2018**

TITLE OF POSITION: Public Works Director

WORK UNIT: Public Works and Utility Departments

SUPERVISOR: Village Administrator

DEFINITION:

To plan, organize, direct, and review the functions of the Public Works Department and Utility Department, including but not limited to: fleet, streets, stormwater, forestry, building maintenance, electric production and distribution, water production and distribution, and sanitary sewer collection and treatment; to provide leadership to the department and the Village organization; to coordinate assigned activities with other Village departments and outside agencies; and to provide high responsible and complex administrative support to the Village Administrator and Village Board.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Village Administrator. Exercises direct supervision over assigned professional, technical, maintenance support staff.

ESSENTIAL TASKS:

1. Plan, direct and coordinate the activities and staff of the Public Works Department and Utility Department. Includes Streets, Electric and Water Utilities, and Wastewater Treatment Plant.
2. Supervise the maintenance and operations of village streets, storm sewers, parks, sanitary sewers, electric and water utilities, the Wastewater Treatment Plant, and Village Hall.
3. Work with the general public, village board, committees, engineers, architects, contractors.
4. Oversee construction projects and independent contractors and engineers.
5. Supervise safety of employees and implementation of safety procedures.
6. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Village Administrator and Village Board; prepare and present staff reports and other necessary correspondence.
7. Train, motivate, and evaluate personnel; provide a high level of leadership; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards as necessary for efficient and professional operations of the Department.
8. Confer and work with engineers concerning construction projects. Manages projects through all phases assuring conformance to plans, timetables, and costs.
9. Build and maintain positive working relationships with Village Staff, Village Board, co-workers, and the public using principles of good customer service.
10. Perform other duties as assigned, required, or apparent.

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ADDITIONAL TASKS: PERFORMED “AS NEEDED”

1. Responsible for completion of all WI Department of Natural Resources required tests at the Wastewater Treatment Facility and instruct public works employees on testing procedures. Individual shall become a Wisconsin Department of Natural Resources (DNR) Certified Operator for wastewater treatment plants within 24 months of beginning job duties.
2. Responsible to serve as a backup Certified Operator for the Wastewater Treatment Plant within 24 months of beginning job duties.
3. Responsible for completion of monthly and annual reports to be sent to WI Department of Natural Resources.
4. Responsible for completion of annual Road Report for WI Department of Transportation and Green County.
5. Responsible for completion of Wastewater Treatment Compliance Maintenance Annual Report (CMAR) for WI Department of Natural Resources.
6. Prepare annual Landfill Report for WI Department of Natural Resources.
7. Prepare annual Hazardous Chemical Reports for State Emergency Response Board.
8. Participate in the development of the Village's Capital Improvement Program (CIP).
9. Direct assistance with or delegation of Public Works Department staff assistance with Parks and Recreation facilities maintenance needs.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Communication skills for dealing with general public and other employees, ordering and/or purchasing supplies
2. Ability to prepare and administer department budgets.
3. Ability to supervise, train, and evaluate assigned personnel.
4. Knowledge of rules, regulations and laws related to the operation of the Wastewater Treatment Plant and certification requirements.
5. Knowledge of rules, regulations and laws related to the operation of electric and water distribution systems.
6. Knowledge of basic construction
7. Knowledge of transits and measuring devices
8. Knowledge of blueprints, mechanical drawings and street sewer and storm sewer maps
9. Knowledge of Hydraulics, electronics, pumps, plumbing
10. Operation of hand and power tools
11. Knowledge of Municipal Ordinances as they relate to public works area
12. Ability to coordinate operations activities of all municipal departments
13. Ability to represent the Village's interests before boards and commissions of local agencies and other agencies as directed by the Village Administrator.
14. Ability to understand and carry out oral and written directions.
15. Ability to identify and respond to public and Village Board issues and concerns.

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PHYSICAL REQUIREMENTS IN PERFORMING TASKS LISTED:

Routine

1. Sit at desk or table
2. Walk or stand
3. Bend, crouch or stoop
4. Intermittently sit, stand, walk and bend
5. Lift objects weighing less than 25 pounds
6. Lift objects weighing more than 25 pounds
7. Raise and climb ladders
8. Use tools or equipment that require a moderate to high degree of manual dexterity; chain saw, test equipment, chemical dispensing equipment, transit
9. Use tools or equipment that require a high degree of manual dexterity; motor vehicles [tractors, loaders, trucks, plows]

Occasional

1. Sit at a desk or table

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED:

1. Work is performed in an office
2. Work is performed in a garage or machinery storage area
3. Work is performed in the field
4. Work is performed in a place that is moderately to very noisy
5. Work can lead to exposure to more than an ordinary amount of dust, dirt, oil or grease
6. Work can lead to exposure to non-weather related sources of extreme heat or cold
7. Work can lead to exposure to machinery that is in use and has accessible moving parts
8. Work can lead to exposure to paints, solvents, chemicals, toxic or other hazardous material
9. Work requires the wearing of protective clothing or the use of protective devices such as face masks, goggles, gloves, noise suppressors, etc.
10. Work is routinely performed outdoors and requires that tasks be performed in cold or inclement weather
11. Work is performed at night or in darkness
12. Work brings into contact with unhealthy or unclean conditions
13. Work brings into contact with confined spaces; manholes, wet wells, holding tanks
14. Nature of the work can include extensive overtime hours without relief

EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS:

1. Portable Pumps
2. Generator
3. Motor Vehicles
4. Snow Plow
5. Front End Loader
6. Compressor
7. Pit Vac

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8. Sewer Jetter
9. Street sweeper
10. Chemical Pumps
11. Chlorine Equipment
12. Calculator
13. Mobile & portable radios
14. Cellular Phone
15. P.H. Meter
16. Dissolved Oxygen Meter

DEGREE OF INDEPENDENT JUDGMENT EXERCISED:

Routinely decide how and when to perform all the tasks listed

OTHER POSITIONS AND EMPLOYEES SUPERVISED:

1. Two (2) full-time Laborers
2. Four (4) full-time Utility Operators
3. One (1) part-time Laborer
4. One (1) full-time Utility Clerk

SPECIAL QUALIFICATIONS REQUIRED:

1. Graduation from high school or GED equivalent and supplemented by two (2) years of college or vocational training in one or more of the following areas of study: civil engineering, public or business administration, construction management, environmental service, or closely related field.
2. Five (5) years' experience in municipal public works management or operations.
3. Valid WI Commercial Driver's License (CDL) Classes A,B,C,D or ability to secure one within six (6) months of hire
4. CPR or ability to secure training within six (6) months of hire
5. Advanced mechanical training
6. Administrative capabilities
7. Some basic accounting experience for budget requirements

SPECIAL QUALIFICATIONS DESIRED:

1. Completion of a Bachelor's degree from an accredited college or university with major course work in civil engineering, public or business administration, or a related field.
2. Seven (7) years of increasingly responsible public works related experience; including three (3) years of administrative and management responsibility, and familiarity with managing municipal utilities (water, wastewater, stormwater).
3. Engineering courses
4. Experience with pumps (hydraulic & water)
5. Plumbing experience
6. Electrical experience
7. Public Works Incident Command Course

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8. Lineman Journeyman License

ADDITIONAL INFORMATION:

1. Ability to deal with the public and business community
2. Ability to spot possible problem areas and satisfactorily resolve them
3. Willingness to be on "On Call Status" all the time
4. Residency Requirement: Prefer within a 20-minute response to the Village of New Glarus

ALTHOUGH SPECIFIC TASKS ARE DETAILED IN THIS JOB DESCRIPTION, AN EMPLOYEE HIRED TO FILL THIS POSITION MAY BE ASKED TO PERFORM OTHER DUTIES, NOT SPECIFICALLY DETAILED, THAT MAY BE ASSIGNED TO THE EMPLOYEE FROM TIME TO TIME BY THE EMPLOYEE'S SUPERVISOR AND/OR VILLAGE BOARD.