

Public Works Director

Dept/Div: Public Works

FLSA Status: Non-Exempt

General Definition of Work

This is a Department Head Level Position with a high degree of responsibility:

- Performs difficult advanced technical work planning, organizing and directing streets, drainage, sewer utility, park and facility maintenance, and related public works functions,
- Coordinating work with other departments
- Executive management, maintaining records and files, preparing reports,
- Related work as apparent or assigned.

Work involves setting policies and goals under the direction of the Village Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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

Essential Functions

- Plans, directs, and coordinates the operations, activities, and staff of the Public Works Department that include streets, sanitary sewers, storm sewers, parks, wastewater treatment plant, and facility maintenance.
- Coordinates current and future construction and maintenance work with the Village Board, working committees, engineers, architects, and contractors; prepares technical reports; provides staff assistance and advisory services to executive management.
- Oversees construction projects and independent contracts and engineers; coordinates department activities with Wisconsin Department of Transportation (DOT) and other State agencies; supervises safety issues and procedures for employees, equipment, and work sites.
- Assigns, directs, trains and reviews staff work; handles hiring, suspending, disciplinary and terminating department staff; manages department rewards, transfers, promotions or demotions; performs staff evaluations; provides coaching or counseling to department staff; develops staff schedules.
- Develops and prepares a variety of required environmental and technical reports such as test results and Wisconsin Department of Natural Resources (DNR).
- Develops and manages department operating and capital improvement budget; monitors expenditures; orders equipment and supplies.
- Operates heavy equipment, trucks and small tools; paints traffic lines; oversees snowplow operations and operates snowplow as needed.
- Tests water and sewer levels
- Attends meetings; compiles data; prepares and maintains communications, files, records, and correspondence.
- Coordinates with Village Forester regarding care and/or removal of Village owned street and park trees.
- May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

- Comprehensive knowledge of the practices of civil engineering as applied to public works and public utility maintenance and repair;
- Comprehensive knowledge of municipal public works administration, planning and design;
- Skill in developing and executing administrative procedures, management practices, and leadership;

Public Works Director

- Ability to review and analyze plans and specifications for the construction of public facilities;
- Ability to formulate comprehensive operational policies and procedures;
- Ability to communicate ideas effectively orally and in writing;
- Ability to make arithmetic computations using whole numbers, fractions, and decimals;
- Ability to read blueprints, maps, and operation and service manuals;
- Ability to prepare technical reports;
- Ability to plan, organize, direct, and evaluate the work of subordinate employees;
- Ability to establish and maintain effective working relationships with associates, elected and governmental officials, engineers and architects, contractors, and the general public.

Education and Experience

Associates Degree in civil or environmental engineering, construction management, or closely related field; extensive experience in public works administration and management including streets, safety and equipment operations; or equivalent combination of education and experience.

Physical Requirements

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires speaking or hearing
- Frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing;
- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions,
- Frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment;
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Obtain State of Wisconsin Department of Natural Resources (DNR) Wastewater Operators certification within one year of hire.

Must meet and maintain all training and education requirements for position.

Valid commercial driver's license in the State of Wisconsin.

Last Revised: 7/8/2024