



**JOB DESCRIPTION**

**POSITION TITLE:** Director of Public Work  
**REPORTS TO:** Town Administrator  
**EMPLOYMENT CLASSIFICATION:** Full-Time

**DEPARTMENT:** Public Works  
**FLSA CATEGORY:** Exempt  
**PAY TYPE:** Salary -

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**POSITION SUMMARY**

To plan, direct, manage, and oversee the activities and operations of the Public Works Department; develops plans, goals, objectives and action steps for the Department; advises and supports the Town Administrator on matters pertaining to departmental functions; contributes to overall Town management as a member of the Town’s Executive Leadership Team in the consideration of general Town policies, programs, and concerns and performs related work as required including the oversight of public works employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assume full management responsibility for all Public Works Department services, activities, divisions and sections including administration, engineering, streets, water, sewer, storm water, sanitation, fleet/facility; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Be responsible and accountable for Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Develop plans and recommendations for future public works projects.
- Ensure compliance with applicable State and Federal rules and regulations.

*Engineering*

- Represent the Public Works Department and provide engineering consulting to other Town departments, elected officials, contractors, and outside agencies.
- Performs or provides direct oversight of the review of site plans, engineering plans, subdivision plats for compliance with Town standards.

- Serve as the Town Engineer; coordinate and oversee any contracted Town engineering services.
- Create, review and implement agreements between parties regarding engineering, construction, development and future maintenance.

#### *Community & Board Relations*

- Resolve citizen inquiries, complaints or problems concerning activities of the Department that cannot be handled by other staff; keep the Town Administrator advised on departmental activities through oral and written reports.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
- Prepare and present staff reports and other necessary correspondence.
- Oversee and implement Public Works communication and outreach plans.

#### *Team Management*

- Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to manage their talent, coach/correct deficiencies; recommend discipline and termination procedures when necessary.
- Provide leadership and coordination with supervisors in the evaluation process for new developments to include working with developers to provide guidance on design requirements for public facilities or utility systems which protect the public interest.
- Plan, direct, and coordinate the Public Works Department's operating and strategic plans; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Monitor and oversee employee safety programs, procedures, training and implementation.

#### *General Management*

- Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Town policy, appropriate service levels; allocate resources accordingly.
- Manage and participate in the development and administration of the Public Works Department budget and capital improvement plan; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Create and evaluate bids, requests for proposals and contracts for services and equipment.
- Manage the emergency management preparedness of the department and implementation of any emergency response.
- Perform related duties and responsibilities as required and assigned.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

### *Knowledge of*

- Operational characteristics, services, and activities of a comprehensive public works program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Advanced knowledge of municipal engineering principles and practices.
- Thorough knowledge of the theories, principles, and practices of public administration.
- Advanced principles and practices of municipal budget and capital project preparation and administration.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Pertinent Federal, State, and local laws, codes, and regulations.

### *Ability to*

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, mentor, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Public Works Department.
- Prepare and administer large and complex budgets.
- Allocate resources in a cost effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow safety procedures.
- Effectively utilize computer applications and technology related to the work.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public, and media representatives.

## **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Requires a bachelor's degree in Engineering, Public Administration, Business Administration or related field. Graduate degree such as MPA or MBA desirable.
- Required Wisconsin Professional Engineer license or ability to obtain within one year.
- Minimum three years of direct experience in public works management or a public works supervisory role.

- Valid Wisconsin Driver's License or the ability to obtain within three (3) months of employment & Valid Wisconsin Commercial Driver's License (CDL), or ability to obtain a CDL within twelve (12) months of employment

#### **PHYSICAL DEMANDS**

Some duties require employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; to work outdoors as well as in an office.

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

*Town Board Approval: December 11, 2017*