

**Village of Summit
Public Works Superintendent
Immediate Opening**

The Village of Summit, Waukesha County, Wisconsin, has an immediate opening for a Public Works Superintendent. This newly created position is a full-time position. Attendance after normal work hours will be required for evening meetings or emergency situations. The current wage range is \$70,000 - \$100,000 dependent upon qualifications and experience. This position is eligible for benefits.

The Public Works Superintendent will be responsible for the management and administration of the Village's public works operations, streets, buildings and grounds (including parks and cemetery). The Superintendent will act as the Safety Director and be tasked with development, implementation, documentation and enforcement of a safety plan. This position will have duties ranging from operating equipment and responding to emergency situations to developing an operating and capital budget and comprehensive work planning.

Bachelor's degree in civil engineering or public administration preferred. Successful candidate should possess prior professional experience in the public sector or related environment, with supervisory duties. Candidate should be available to fulfill the work schedule, maintain composure under pressure and possess strong interpersonal skills to provide leadership in the department and offer superior customer service to property owners, developers, Village Board, officials, staff and others encountered in the course of work. Must be able to respond to requests regarding relevant codes, regulations, policies and procedures.

Knowledge of methods, practices and equipment used in public works activities and the ability to operate heavy equipment such as front-end loaders, snow plows, skid steers and backhoes is a plus. Ability to obtain and maintain a valid regular Wisconsin Driver's License and Commercial Driver's License (CDL) is required.

Computer skills are required; working knowledge of Microsoft Office applications is essential to this position.

The deadline for applications is September 18, 2019. Please refer to the Job Description and complete the employment application on the website (www.summitvillage.org) or call to have an employment application mailed or e-mailed. A resume and cover letter are also required. Submit employment documents to:

Village of Summit
Public Works Superintendent Position
Attn: Debbie Michael, WCMC
Village Administrator-Clerk/Treasurer
37100 Delafield Road
Summit WI 53066
Administrator@summitvillage.org

The Village of Summit is an Equal Opportunity Employer.