

DEFINITION

The Public Works Director reports to and is under the direction of the Village Board and will plan, organize and direct the Public Works Department. The Director will also interact with other Village departments in coordinating activities, as appropriate.

The Director will develop, implement and monitor long-term plans, goals and objectives focused on achieving the Village's mission and the Village Board's priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and direct all employees in the Public Works Department.
- Direct, evaluate and maintain written documentation pertaining to the performance of all department employees. Establish performance requirements and personal development targets by regularly monitoring performance and provide coaching for performance development.
- Coordinate all plans, specifications, bidding, inspection, and contract administration pertaining to any construction, subdivision, road, park and utility projects with the Village Engineer.
- Coordinate with outside groups and agencies for recreation programs in the Village.
- Oversee the care, maintenance and business of the Village cemetery.
- Act as the liaison to the City of Oconomowoc and the Del-Hart sewer commissions or any future communities and commissions regarding the Village's sanitary districts.
- Interact with other Villages/municipalities initiating and/or coordinating insourcing/outsourcing of municipal functions; i.e. snowplowing/grass cutting, and recreation facilities or programs.
- Prepare and apply for grants and manage grant programs for the Department of Public Works.
- Prepare the Public Works annual budget in coordination with the Village Administrator and present it in a timely manner to coordinate with the Village's annual budget.
- Assess and direct MS4 requirements and schedule storm drain cleaning as required of the Village.
- Coordinate with the police and fire department for emergency services.
- Responsible for the management of maintenance, warranty issues, safety, and record keeping for all Village equipment on a routine basis.
- Assess and manage the requirements for all issues pertaining to Village roads on a routine basis.
- Investigate complaints and resolve problems as it pertains to all of the Village's Public Works responsibilities.
- Act as Safety Director for all Village employees (except for the Police and Fire Departments). Develop and institute a written safety plan and train employees in safety matters according to that plan. Enforce the Safety Plan on a daily basis and keep written documentation of any incidents involving Safety.

Inform the Village Administrator immediately of any Safety incidents, and work with the Administrator on insurance issues arising from Safety incidents.

- Oversee and manage maintenance for Village buildings and facilities.
- Attend all Village Board and other meetings as requested and provide updates and input to the Village Board.
- Be available on 24-hour call in case of emergency conditions or unusual weather situations or have a coverage plan in place with sufficient resources.

The above listing of duties and responsibilities is not to be construed as all-inclusive and other duties and tasks may be required and assigned. It is expected that additional duties and responsibilities may arise as the Village grows. Some likely areas to become relevant in the future would be in the areas of Shoreland inspections, storm water management, retention ponds and sewer utility district operations.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the engineering principles, practices and methods as applied to planning, budgeting, design, construction, operations and maintenance of public works. Good knowledge of principles of organization and management including personnel administration and budgetary controls. Ability to plan, organize, direct and coordinate the activities of the DPW. Establish and maintain effective public relations with a wide variety of persons and organizations. Prepare comprehensive reports, speak and write effectively and make effective presentations. Have computer skills adequate to maintain all duties described above. The ability to obtain and maintain a valid regular Wisconsin Driver's License

EDUCATION AND EXPERIENCE

Bachelor's degree from a four-year university, preferably in civil engineering or public administration is preferred. At least eight years of professional experience in the public sector or related environment, including five years of supervisory experience is also required.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands

While performing the duties of this job the employee is regularly required to sit, talk and hear both in person and by telephone, use hands to finger, handle, feel or operate standard operating equipment and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to focus.

Mental Demands

While performing the duties of this job the employee is regularly required to use written and oral communications skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive

deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials, residents, property owners, developers and the general public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally work near moving mechanical parts, be exposed to outside weather conditions, and intermittently be exposed to fumes or airborne particles and vibration. The employee may be required to work in high, precarious places and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is moderate but can be loud at times.

The job requires occasional long hours and may require unusual hours during storm or emergency events.

Paid Time Off (PTO) shall be requested by January 1st to the Village Administrator and shall be spaced to reasonably accommodate seasonal job demands.