



POSITION TITLE: Director of Public Works **JOB FAMILY:** Public Works Department
REPORTS TO: Administrator **FLSA:** Exempt

EXPOSURE TO BLOOD-BORNE PATHOGENS OR OTHER SAFETY EXPOSURES:
NONE X or **EXPLANATION:**

IN GENERAL

This position description is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not to be construed as a complete listing of all responsibilities, duties, and skills required. Other duties may be required and assigned.

JOB OBJECTIVE (Expectations and Outcomes)

Perform all duties of Director of Public Works under the direction of the Village Administrator with policy input from the Village Board.

MANAGERIAL RESPONSIBILITY

Manage all aspects of the public works operations including streets, transportation, parks, water utility, sewer utility, engineering, and community development with the assigned staff and contractors.

EDUCATION AND WORK EXPERIENCE

Required: Either:

1) Bachelors Degree in Civil Engineering, Land Use Planning or related fields and two years of experience in civil engineering or municipal planning.

OR

2) Associates Degree in Civil Engineering, Land Use Planning or related fields and ten years of experience in civil engineering, municipal planning, or public works.

Preferred: Two years of supervisory experience.

LICENSING/CERTIFICATION

Required: Must complete pre-employment testing and background investigation; valid Wisconsin driver's license required.

Preferred: Registration as a Professional Engineer in the State of Wisconsin a plus.

QUALIFICATIONS/REQUIREMENTS

Ability to maintain all functions of the position; maintain knowledge of current municipal government functions and applicable laws, statutes, rules, and regulations. Ability to provide strategic oversight for engineering projects, municipal construction projects, road maintenance planning, and community development. Use professional expertise to successfully manage day-to-day street, transportation, parks, water utility, sewer utility, engineering, zoning, building inspection, and code enforcement issues.

WORKING RELATIONSHIPS

Interacts with members of the Village Board, Village plan commission, various Village committees, staff, public, and other government officials on transportation, water treatment and distribution, sewer collection, zoning, building and property codes, and parks and recreation issues.

ESSENTIAL JOB FUNCTIONS

1. Plan, direct, and supervise assigned staff; Set work priorities, train, and oversee development of staff; carry out performance management responsibilities.
2. Provide general management of public works and engineering functions.
3. Oversee building and grounds maintenance of all Village properties including, but not limited to, parks, municipal center, and public works facilities.
4. Oversee municipal water and sewer systems maintenance and expansion including well sites, water mains, water storage tank, sewer lift stations, and sewer mains.
5. Oversee engineering work for all Village public works-related projects.
6. Provide construction contract administration for various Department of Public Works Projects.
7. Respond to citizen service requests.
8. Develop Department long range plans and manage department purchasing and budgeting functions
9. Posses and utilize strong fiscal background to manage operating and capital improvement budgets.
10. Manage public works projects and other projects as assigned utilizing structured planning, organizing, and resource management techniques.
11. Provide informational support to the Village Board, various Village committees, and at governmental meetings related to public works issues.
12. Prepare reports on public works issues.
13. Draft and maintain ordinances related to public works and engineering.
14. Develop and implement policies and procedures related to assigned functions.
15. Administer refuse collection and recycling programs including management of yard waste site.
16. Direct the maintenance and safekeeping of Village improvements and engineering records.
17. Prepare and implement road reconstruction, road maintenance, and drainage maintenance programs.
18. Administer snow removal and ice control operations and emergency operations.
19. Oversee vehicle and equipment maintenance to include making decisions relating to emergency repairs of vehicles and equipment.
20. Develop and implement storm-water management program.

MARGINAL JOB FUNCTIONS

1. Provide general management of community development functions specifically relating to comprehensive planning, zoning, building codes, and property codes.
2. Directs and coordinates operations of building inspection and zoning administration.
3. Oversee land use planning in conjunction with the Plan Commission and Village Board.
4. Ability to work rapidly, to prioritize multiple assignments, and to meet specific deadlines.
5. Drafts and maintains ordinances related to community development issues including comprehensive planning, zoning, building codes, and property codes.
6. Provide input at meetings of the Village Board, various Village committees, and other governmental meetings related to community development issues.
7. Oversee computerized software to map public works infrastructure and community development plans.

8. Represent the Village's interests with developers relative to subdivision planning, construction and follow up issues.
9. Perform other duties as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Superior oral and written communication skills.
2. Fiscal ability to manage multimillion dollar operations and capital projects.
3. Ability to successfully manage Village projects.
4. Skilled in modern project management.
5. Knowledgeable in road construction and maintenance.
6. Knowledge of modern principle and practices of field and office engineering design work.
7. Knowledge of construction plan review.
8. Knowledge of safety polices and practices.
9. Ability to utilize excellent technical and business skills.
10. Knowledge of environmental regulations.
11. Ability to understand and interpret basic planning and zoning.
12. Knowledge of functions of Village Board and Plan Commission.
13. Ability to work independently with limited supervision.
14. Ability to work with residents, elected officials, and other employees at various levels of the organization.
15. Ability to tactfully deal with parties with conflicting needs or expectations to reach a solution which best benefits the Village.
16. Ability to work in a collaborative, team environment as well as to lead individuals and teams.
17. Ability to solve problems quickly and efficiently.
18. Ability to maintain a positive work atmosphere by behaving and communicating in a manner of cooperation and rapport with both internal and external customers.
19. Ability to analyze complex situations and exercise superior judgment to achieve both long and short range objective.

PHYSICAL DEMANDS

1. Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard/terminal, calculator, fax machine, telephone, drafting instruments, and motor vehicles.
2. Ability to coordinate eyes, hands and limbs in performing skilled movements such as rapid keyboard use.
3. Ability to exert light physical effort in sedentary light work, typically involving lifting, carrying, pushing and pulling.
4. Ability to sustain prolonged visual concentration.
5. Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, and/or dust, may cause some discomfort and where there is little risk of minor injury.

WORK ENVIRONMENT

Typical multi-functional office environment serving the public with occasional outside work required.

MEDICAL REQUIREMENT

Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position.

The Village of Kronenwetter is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.