



Job Title: Public Works Director
Reports To: Village Administrator/Clerk-Treasurer
Workers Supervised: Public Works Foreman, Roads Foreman, Public Works Operators, Seasonal/LTE Staff

POSITION SUMMARY

The Public Works Director provides overall leadership, direction, and administrative oversight of the Village's Public Works Department. This position has general charge and supervision of all public works functions, including water distribution, cluster systems, streets, parks, facilities, recycling operations, fleet maintenance, and capital improvement projects.

The Director is responsible for strategic planning, regulatory compliance, budget administration, personnel management, and long-range infrastructure planning. This position reports to the Village Administrator/Clerk-Treasurer and, when applicable, works in coordination with the Village Board and Village President pursuant to Village ordinances and Wisconsin statutes.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in civil engineering, public administration, or related field required.

Licenses and/or

Certifications: Valid CDL with appropriate endorsements.

State of Wisconsin DNR Certification in:

- Sanitary Sewage Collection System (Cluster System)**
- Municipal Water Supply with Groundwater**
- Water Distribution Grade 1**

***If not certified at time of hire, certifications must be obtained within 18 months. Continued employment without required certification is subject to Village Board discretion.*

Experience: Five years of progressively responsible professional public works experience, including at least three years in a supervisory capacity, or equivalent combination of education and experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide direct supervision and leadership to all Public Works employees.
- Plan, organize, manage, and direct the overall operations, maintenance, and repair of municipal infrastructure, including wells, water distribution systems, cluster systems, recycling center, streets, parks, facilities, and fleet.



- Develop and implement department goals and objectives. Recommend and administer policies and procedures. Establish priorities and monitor efficiency and effectiveness of department operations.
- Prepare, administer, and recommend annual budgets for the Road and Water Departments to the Village Administrator/Clerk-Treasurer and Village Board. Monitor expenditures and ensure fiscal responsibility.
- Oversee inspections, water quality testing, cluster system reporting, weed abatement programs, and regulatory compliance activities.
- Assign, train, direct, and evaluate subordinate staff. Implement performance management and disciplinary actions when necessary.
- Recruit, interview, and hire Public Works staff and seasonal/LTE employees.
- Oversee capital improvement projects and municipal construction projects. Ensure contractor compliance with project scope, timelines, and budget parameters.
- Maintain regular contact with consulting engineers, contractors, regulatory agencies, professional organizations, and the public regarding department activities and services.
- Coordinate park opening, closing, and seasonal operations in conjunction with seasonal supervisors.
- Develop and implement required safety and regulatory training programs for Public Works employees.
- Integrate and direct department staff in maintaining and repairing Village infrastructure systems.
- Assist the Village Administrator/Clerk-Treasurer and Village Board on capital improvement planning and public works service matters.
- As operational demands require, perform field duties alongside staff, including participation in on-call rotation, snow plowing, emergency response, water reporting, and related work.
- Perform additional duties as assigned by the Village Administrator/Clerk-Treasurer or at the direction of the Village Board.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of municipal public works operations, infrastructure systems, regulatory compliance requirements, and capital project management.
- Strong leadership, supervisory, and organizational skills.
- Ability to develop long-range infrastructure plans and manage departmental budgets.
- Ability to interpret statutes, regulations, construction plans, engineering reports, and technical documents.



- Strong written and verbal communication skills, including the ability to prepare clear and comprehensive reports.
- Ability to exercise sound judgment, diplomacy, and professionalism when interacting with Village officials, regulatory agencies, staff, contractors, and the public.
- Capacity to respond effectively to emergencies and work extended or irregular hours when necessary..

Physical and Environmental Requirements

- Ability to perform moderate to heavy physical activity, including lifting and carrying objects up to 75 pounds.
- Frequent standing, walking, bending, stooping, and field mobility. Sufficient mobility to work in both office and field environments.
- Ability to operate office equipment and field equipment used in public works operations.
- Ability to travel to various work sites and meetings.
- Exposure to outdoor weather conditions, mechanical equipment, noise, fumes, vibration, hazardous substances, and potentially dangerous situations.
- Occasional exposure to high or precarious locations, toxic or caustic chemicals, and electrical hazards.
- Position may require extended hours during storm events or emergencies.

Equal Opportunity Employer

The Village of Lake Hallie 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.