

The Village of Lake Hallie Position Description

Position Title:	Public Works Director	Department:	Public Works
		FLSA:	Exempt
Last Update:	August 2024	Reports To:	Village Administrator / Village Board

Purpose of Position

The Public Works Director shall have the general charge and supervision of all public works in the Village. Be responsible to the Village Administrator for the proper administration of the department pursuant to the statutes of the state of Wisconsin, the ordinances of the Village. When/if the Village has both an Administrator and Village President, this position is responsible to both positions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be considered as exclusive or all-inclusive. Other duties may be required and assigned.

Directly supervises all public works employees.

Plan, organize, manage, lead, and direct the overall operations, maintenance and repair of a variety of municipal services including, but not limited to, wells, water distribution system, recycling center, Village streets, parks, facilities and fleet maintenance.

Develop, plan, and implement department goals and objectives, recommend, and administer policies and procedures; establish priorities; monitor the efficiency and effectiveness of department work products through quality control and related activities.

Position will be responsible for coordinating park opening, closing, and operational procedures, in conjunction with seasonal park supervisor.

Oversee public works functions including inspections, water quality and cluster system reporting, and weed abatement programs.

Assign, train, direct, and evaluate subordinate staff; assure training and guidance for staff involved in various aspects of public works and related services; implement disciplinary personnel actions when necessary. Plan, interview, and hire Village summer LTE staff for all Public Works departments.

Assist the Village Administrator and Village Board on capital improvement project programs and public works service-related matters.

Oversee project management for the construction of the municipal public works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project

Maintain regular contact with consulting engineers, construction project engineers, village, county, state and federal agencies, professional and technical groups and the public regarding department activities and services; attend meetings, conferences, and workshops as assigned.

Develop and implement all necessary and required training for Village Public Works employees and staff.

Prepare, administer, and recommend the Road and Water Department budget to the Village Administrator.

Integrate and direct department staff with required maintenance and repair of village's public works water distribution and cluster system infrastructure.

As needed based upon workload, perform duties with subordinate crew members up to and including, on-call for plowing, weekend on-call, weekend rotation water system reporting, and other work as needed.

Shall perform such other activities and duties as are imposed from time to time by the Village Administrator or at the direction of the Village Board.

Minimum Training and Experience Required to Perform Essential Job Functions

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be five years of increasingly responsible professional public works experience of which at least three years were in a supervisory capacity, or

A bachelor's degree in civil engineering or public administration, or related field required

State of Wisconsin DNR certification in Sanitary Sewage Collection System (Cluster System), Municipal Water Supply with Groundwater and Distribution in Grade 1. If not yet certified, certification is required within 18 months of the date of hire. If certifications are not obtained, it is at the discretion of the Village Board to continue employment.

A Class BCD CDL is required

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to effectively communicate orally and in writing with village officials, state and federal agency personnel, department personnel, legal counsel, and consultants. Ability to exercise tact and diplomacy in communicating issues.

Ability to create and prepare clear, comprehensive written reports.

Judgment and Situational Reasoning Ability

Physical Requirements

There is a frequent need to sit, stand, stoop, walk, and perform other similar actions during the workday. Incumbents require sufficient mobility to work in an office and field setting. Position requires continuous moderate or occasional heavy physical activity. Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions.

Incumbents may operate both office and physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Incumbents require the ability to travel to various locations; must be able to see in the normal visual range sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio.

Environmental Adaptability

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

EOE/ADA

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.