

DIRECTOR OF PUBLIC WORKS JOB DESCRIPTION

Position Summary

This is an exempt, full-time Department Head position with benefits that reports to the Village Administrator and shall carry out the directives of the Village Board and its Committees and Commissions. This position includes supervisory, administrative, and professional work in administrating, managing, planning, organizing, and directing the operations and staff within the Department of Public Works

This highly responsible position requires the knowledge of administration, capital project planning, development and implementation; preparation and implementation of an annual budget maintenance requirements, operations and safety to effectively operate activities in a Municipal Water Utility, Sewer Utility, and Stormwater Utility as well as in Street and Parks Departments. This position requires the development and implementation of Department policies.

This position requires an employee that must be self-motivated, uses a high degree of independent judgment with the ability to routinely make appropriate decisions regarding priorities and operations. This position is on call 24 hours/day for snow removal and emergency utility responses and requires attendance at daytime and evening meetings as necessary to support departmental activities.

Essential Position Functions

Plan, direct, and supervise staff assigned to the Public Works Department, including approval of vacation time, sick leave, personal time, and compensatory time, and staff payroll; and provide orientation and training for new employees to enable high quality and efficient Department operations.

Keep payroll records of all hours worked and authorized overtime for Public Works Department employees. Evaluate work performance of subordinates, prepare performance evaluations, and effectively recommend promotion, termination, suspension, and other disciplinary matters of subordinates.

Assume responsibility for and supervision of the maintenance, preventative maintenance, repairs, and construction related to the groundwater and distribution system, sanitary sewer collection system, wastewater treatment plant, storm water conveyance system and all related utility appurtenances, streets, landscape maintenance, public parking lots, curb and gutter, sidewalks, street signs and markings, Village buildings and grounds, structures, parks, machinery and equipment used in Department activities.

Prepare budget requests and administer divisional operating budgets, capital purchases, and projects in conjunction with the Village's established annual budgeting process.

Act as the Operator in Charge for the operations of the groundwater, distribution, and wastewater systems. Maintain necessary records for public works and utilities as required by State statute, Department of Natural Resources Codes, Public Service Commission Codes, public service codes, and other regulatory bodies.

Responsible for ensuring timely submission of forms and applications to the appropriate agencies, such as:

- Wisconsin Department of Transportation Local Roads Improvement Program;
- Salt storage ordering and records as required by Department of Transportation;
- Completion of monthly Department of Natural Resources reports;
- Completion and filing of annual Compliance Maintenance Annual Report to Department of Natural Resources;
- Wisconsin Emergency Management Facility Reporting;
- Consumer Confidence Report
- PASER and WISLR Data Management Systems;
- Traffic Sign annual reports as required.

Assist with some field operations and maintenance activities but not to extent so as to modify the primary duties as an executive, administrative Department Head in charge the Village Department of Public Works. Perform as a back-up to any subordinate position as necessary for optimal function of the Public Works Department.

Provide and continue the management of all training programs and classes for the Public Works Department in order to maintain a technically proficient staff and an OSHA-approved safe work place.

Respond with courtesy and professionalism to inquiries and complaints from the general public and other Department heads within the Village regarding public works activities and operations.

Carry out such other duties as may be assigned by the Village Administrator. The duties listed within this document are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude those duties from the position if the work is similar, related, or a logical assignment.

Experience, Training, Qualifications

High School diploma; a minimum of 5 years of progressive experience in the public works, utilities or street departments or a combination thereof with a minimum of 2 years of supervisory, managerial, and administration experience in public works, utilities, or street departments, or a combination thereof.

Must possess and maintain a Wastewater Operator Certification, including:

- Biological Solids/Sludge Handling, Processing & Reuse – Basic

- Biological Treatment: Suspended Growth Processes – Basic
- Disinfection – Basic
- Laboratory – Basic
- Nutrient Removal: Total Phosphorus – Basic
- Solids Separation - Basic

Must possess and maintain a Municipal Waterworks Operator Certification, including:

- Distribution Grade 1
- Groundwater Grade 1
- Iron Removal Grade 1

Ability to obtain is negotiable at time of hire.

Must possess and maintain a valid Wisconsin Class B CDL with tanker and air brake endorsements. Ability to obtain is negotiable at time of hire. Must possess and maintain a valid Wisconsin driver's license.

Must be capable of using Wastewater and Groundwater reporting software and be familiar with the operations, troubleshooting and repair of SCADA control systems. Must also be proficient with computers and office programs; having the ability to create and edit various types of documents for departmental operations and be able to work within the Department's GIS site.

Physical Requirements

Required to sit, stand, stoop, walk, climb, bend, twist, and reach. Clarity of vision requirements include far vision at 20 feet or farther; near vision at 2 inches or less, peripheral vision and the ability to distinguish colors. Employee is required to lift and/or carry 90 pounds or less and push or pull objects weighing 250 pounds on wheels. Ability to conduct strenuous work activities. Must also be able to operate, maneuver and/or steer equipment and vehicles requiring simple but continuous adjustment.

Conditions of Employment

This position is subject to the terms and conditions of the Village of West Salem Employee Handbook, as may be amended, and is classified as a regular full-time employee. The normal work week is 40 hours, however, the hours may fluctuate and occasionally may exceed 40 works in a work week.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; background check and job related tests may be required.

The position description does not constitute an employment agreement or contract between the Village of West Salem and the applicant/employee and is subject to change by the Village as the needs of the employer or requirements of the job position change.

Created and approved: April 10, 2019