

DRAFT

**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE: Director of Public Works

APPROVED: Dec 2017

REPORTS TO: Village Administrator

FLSA: Exempt

JOB PURPOSE: Responsible for the direction and supervision of the Village of Allouez Public Works Department, Engineering Department, Water Utility, Sanitary Utility, Stormwater Utility, and Maintenance Garage.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Responsible for overall management of the Public Works Department with the assistance of the Street Department Foreman.

Responsible for overall management of the Water Utility with the assistance of the Water Department Foreman, and management of the Sanitary and Stormwater Utilities including regulatory compliance.

Responsible for continued implementation of the Street and Utility Reconstruction program, the Stormwater Management program, and other utility improvements.

Serves as the Village representative on the Central Brown County Water Authority governing board and technical committee.

Represents the Village before governmental bodies and community organizations.

Responsible for regulatory compliance with required rules and regulations of the Wisconsin Department of Natural Resources and maintaining a very good working relationship.

In responsible charge as a Registered Professional Engineer for preparation of construction plans and specifications, and bidding of Public Works construction contracts for street, utility, and storm water improvements.

Develops the annual budgets for Public Works, utilities and garage in conjunction with staff.

Responsible for supervising, scheduling, training, and disciplining employees including annual performance reviews.

Develops and reviews departmental work programs and services to optimize performance and cost efficiency.

Advises the Village Administrator, Public Works Committee, and the Village Board regarding Public Works, utility, and regulatory matters.

Develops departmental policies and procedures in conjunction with staff.

Responsible for procuring Public Works equipment and outside services to maintain the fleet of equipment.

Attends Village Board meetings and other meetings as required.

POSITION QUALIFICATIONS: A Bachelor's Degree in Civil Engineering and a minimum of 5 - 7 ~~10~~ years supervisory work experience are required. Must be a registered Professional Engineer in Wisconsin. Must possess a valid State of Wisconsin driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the modern principles and practices of municipal civil engineering and engineering administration. Considerable knowledge of the materials, methods, and techniques used in the construction and maintenance of streets and sewers. Considerable knowledge of modern principles, practices, procedures and equipment used in municipal operations including garbage collection and recycling, brush and leaf collection, and other services. Considerable experience in organizing, directing and coordinating the activities of several departments involved in Public Works activities. Ability to develop long-term capital improvement plans and Public Works programs. Ability to plan and direct the work of others. Ability to establish and maintain effective working relationships with employees, Village officials and the general public; or any combination of qualifications, knowledge and abilities that yield the necessary experience to perform the required job duties.

SUPERVISION/DECISION MAKING: Supervises 18 employees and makes final recommendations regarding personnel matters. Makes decisions affect the operation of the entire Village. Receives administrative direction, sets own standards and works within overall policies, goals and budget limits with direct accountability for final results.

INTERACTION: Frequent contact with co-workers, vendors, immediate supervisor, and residents. Represents and has frequent contact with regulatory agencies and other local governments and the metropolitan sewage agency. Contacts involve negotiations, deliberations, corrections or adjustments where negotiating skills and tact are essential to resolve issues or problems.



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Director of Public Works

APPROVED: May 19, 2015

REPORTS TO: Village Administrator

FLSA: Exempt

JOB PURPOSE: Responsible for the direction and supervision of the Village of Allouez Public Works Department, Engineering Department, Water Utility, Sanitary Utility, Stormwater Utility, and Maintenance Garage.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Responsible for organizing, directing and coordinating the activities of the Public Works department.

Responsible for organizing, directing, and coordinating the activities of the Water Utility, Sanitary Utility, and Stormwater Utility including regulatory compliance and public safety.

Serves as the Village representative on the Central Brown County Water Authority governing board and technical committee.

Responsible for regulatory compliance with required rules and regulations of the Wisconsin Department of Natural Resources and maintaining a very good working relationship.

Develops departmental policies and procedures in conjunction with staff.

Develops the annual budgets for Public Works, utilities and garage in conjunction with staff.

Develops and reviews departmental work programs and services to optimize performance and cost efficiency.

Responsible for procuring Public Works equipment and outside services to maintain the fleet of equipment.

Responsible for supervising, scheduling, training, and disciplining employees including annual performance reviews.

Advises the Village Administrator, Public Works Committee and the Village Board regarding Public Works matters.

Represents the Village before governmental bodies and community organizations. In responsible charge as a Registered Professional Engineer for preparation of construction plans and specifications, and bidding of Public Works construction contracts for street, utility, and storm water improvements.

Attends Village Board meetings and other meetings as required.

POSITION QUALIFICATIONS: A Bachelor Degree in Civil Engineering and a minimum of 10 years supervisory work experience are required. Must be registered as a Professional Engineer in Wisconsin by the Wisconsin Board of Registration. Must possess a valid State of Wisconsin driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the modern principles and practices of municipal civil engineering and engineering administration. Considerable knowledge of the materials, methods, and techniques used in the construction and maintenance of streets and sewers. Considerable knowledge of modern principles, practices, procedures and equipment used in refuse collection and disposal. Considerable experience in organizing, directing and coordinating the activities of several departments involved in Public Works activities. Ability to develop long-term capital improvement plans and Public Works programs. Ability to plan and direct the work of others. Ability to establish and maintain effective working relationships with employees, Village officials and the general public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

SUPERVISION/DECISION MAKING: Supervises more than 10 employees and makes final recommendations regarding personnel matters. Makes decisions affect the operation of the entire Village. Receives administrative direction, sets own standards and works within overall policies, goals and budget limits with direct accountability for final results.

INTERACTION: Frequent inside and outside contacts with co-workers, vendors, immediate supervisor, and residents. Represents and has frequent contact with regulatory agencies and other local governments and the metropolitan sewage agency. Contacts involve negotiations, deliberations, corrections or adjustments where negotiating skills and tact are essential to resolve issues or problems.