VILLAGE OF LUCK
LUCK, WISCONSIN
DESCRIPTION OF EMPLOYMENT

TITLE OF POSITION: DIRECTOR OF PUBLIC WORKS
DEPARTMENT: PUBLIC WORKS
IMMEDIATE SUPERVISOR: VILLAGE ADMINISTRATOR
SUPERVISORY RESPONSIBILITY: EXTENSIVE

DESCRIPTION OF DUTIES:

Appointment; Duties:

(1) The Director of Public Works works under the direction of the Village Administrator to carry out the day-to-day activities of the Village's public works, streets, cemetery, parks and recreational facilities, and utilities. The Director of Public Works shall be appointed by the Village Administrator, by and with the advice and consent of the Village Board, and may be removed from office by the Village Administrator with the consent of the Board, in accordance will all applicable Wisconsin Statutes.

(2) The duties, responsibilities, and powers of the Director of Public Works shall be as follows:

a. Plans, organizes, controls, and evaluates the work of the Public Works Department; develops, implements and monitors short-term and long-range plans, goals and objectives focused on achieving the Village's mission and Board priorities; recommends capital improvement projects for public works, water utility and wastewater treatment system; directs the development of and monitors performance against the annual department budget; compiles necessary information for grant applications and submittals and manages such grants for assigned projects; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards; and

b. Plans, organizes, directs, integrates, and evaluates the performance of assigned staff engaged in the maintenance and repair of the Village's parks and recreational facilities, public works, water utility and wastewater treatment system infrastructure; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; conducts performance evaluations; provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff; takes disciplinary action to address performance deficiencies in accordance with the Village's personnel rules and policies and the collective bargaining agreement; and

c. Advises the Village Board, Village Administrator, citizen groups, individuals, contractors and others on department issues; and will assemble necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of public works and utilities services; attends Village Board and/or committee meetings as needed; assists in the preparation of new Village ordinances and the revision of existing ordinances; and

d. Ensures the efficient and effective use of departmental personnel, funds, materials, facilities, and time; administers an efficient and effective system to purchase, secure, and utilize departmental supplies and equipment; and
e. Coordinates, reviews and approves the work of a variety of independent service providers, including public works maintenance and construction contractors, public utilities maintenance and construction contractors; landscape architects and landscaping contractors, tree maintenance contractors and others; and
f. Monitors developments related to public works, recreation and utilities matters, evaluates their impact on Village operations, and implements policy and procedure improvements; develops specifications and bid documents for a variety of public works and public utilities-related designs, construction and maintenance projects; recommends contract awards, reviews and approves contractor's performance; and
g. Serves as Weed Commissioner, Loss Prevention/Safety Director and as an instrumental component of the Village's Emergency Management team; and
h. Maintains records and monitors the development and submission of all reports related to the Public Works Department, water utility, wastewater system and as required by the State of Wisconsin and/or Federal law; and
i. Maintains all necessary licenses and/or certificates and participates in continuing education as directed by the Village Administrator; and
j. Performs other related duties which may be delegated to the Director of Public Works from time to time by the Village Administrator.

Skills, Knowledge and Abilities:

1. Minimum Education and Experience Required to Perform the Job:
   - Undergraduate college degree with course work in public works or utilities, management, public administration, construction or related field.
   - Five years of responsible professional/managerial experience including two years of municipal experience, or 10 years of experience in the planning and design of major public works construction projects.

2. Knowledge or Skill Proficiencies:
   - Knowledge of Village ordinances, charters and policies.
   - Knowledge of Federal, State and Local rules and regulations governing the operation, construction and/or maintenance of utilities, construction projects, environmental issues, and personnel, including OSHA and other safety regulations.
   - Knowledge of public administration principles and practices, including budgeting, purchasing, and the maintenance of public records.
   - Knowledge of principles and practices of management and supervision.
   - Knowledge of automotive, construction, water and sewer utility equipment usage, maintenance and related equipment.

3. Special Aptitudes and Abilities Required:
   - Interpersonally adept; ability to maintain effective working relationship with the public, Village Board and personnel, contractors, and agents of governmental entities.
   - Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.
   - Ability to work under stress and handle stressful situations.
   - Ability to meet deadlines.
   - Computer proficiency including but not limited to Microsoft Office Suite.

4. Required Licenses, Registries, and Certificates:
   - Valid Wisconsin Driver's License with good driving record
   - Commercial Drivers License
   - State Water Operator Certification
   - State Wastewater Operator Certification