

## **Village of Johnson Creek Position Description**

Name:	Department: Public Works
Position Title: Public Works Director	Pay: \$67,500 - \$76,500 annually
Date: 5/19/2025	Reports To: Village Administrator

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**General Purpose of Position:** Directs and oversees all aspects of the Public Works Department, Water Utility and Wastewater Utility. The Director shall plan, organize, implement and supervise activities related to the water system, sanitary sewer system, streets, parks, storm water system, and building and grounds maintenance. Works under the direction of the Village Administrator who gives guidance regarding Village policy and Village Board priorities. Oversees operations in accordance with the established policies, procedures and ordinances of the Village of Johnson Creek and upholds all the appropriate state & Federal laws and regulations. Exercises supervision over all public works, parks, and utility personnel and also assists in oversight of outside contractors and engineers hired for any contracts. This position will have duties ranging from operating equipment and responding to utility alarms to developing an operating and capital budget and comprehensive work planning.

**Minimum Qualifications:** Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a working Public Works Director. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least three years in a responsible management capacity. Education related to civil engineering, public administration, equipment maintenance or operation, water system operation, wastewater system operation or a related field may be desirable.

**General Description & Accountability (The following duties are normal for this position, however they are not to be construed as all-inclusive and other duties and tasks may be required and assigned):**

- Carry out the directives of the Village Board and Village Administrator and report activities, results obtained, and any difficulties on a regular basis to the Village Administrator and to the Village Board as appropriate.
- Direct the day-to-day operations of the Public Works Department and have general charge and supervision of the maintenance, repair, construction, and maintenance of streets, alleys, curbs/gutters, storm sewers, signage, markings, street lighting, sewer and water infrastructure and plants, parks and equipment/machinery.
- Determines work procedures, assigns work, reviews and/or prepares work schedules, and expedites work flow and inspects work performed for quality control and conformance to policy and regulation.
- Prepares or oversees the preparation of specifications and bid documents for smaller scale public works construction and maintenance projects; recommends contract awards, and coordinates, reviews and approves contractor's performance.
- Maintains stockpiles of materials and supplies necessary for public works responsibilities.
- Controls the purchasing of materials, supplies and equipment necessary for department responsibilities in accordance with the Internal Controls Policy. Processes bills and credit cards receipts in a timely manner so administrative staff can process payments.

- Attend all meetings of the Village Board and other committee meetings as required. Assists in agenda preparation for Village Board and other committees by suggesting agenda items concerning the Public Works Department and providing relevant attachments for agenda items.
- Maintain all public works records including those required by State Statute and the efficient/effective operation of Village public works services.
- Ensure that all subordinates receive appropriate work place safety training and equipment and safety procedures are maintained and enforced according to local, state and federal guidelines.
- Recommend to the Village Administrator and Village Board policies to improve the efficiency and effectiveness of operations.
- Evaluates public works needs and formulates short and long-range plans to meet needs in all areas of responsibility.
- Coordinate with the Village Administrator to develop the Village's Capital Improvements Plan.
- Investigates and responds to complaints by the public regarding conditions of streets, water, sewer, storm drainage, parks, and building maintenance.
- Prepares annual budget requests, determines resource needs and financing requests and administers the adopted budget.
- Prepares or oversees the preparation of all State and Federal required public works and utility reports.
- Coordinates with the Village Administrator to prepare the application for grants to fund all or portions of public works projects.
- Keeps updated on changes in public works laws and regulations affecting Village operations.
- Oversees the proper maintenance of all Village equipment for safe and efficient use.
- Keep the Village Administrator regularly informed about personnel matters, and promptly report personnel problems or grievances to the Village Administrator.
- Evaluate subordinates at least annually.
- Plans, organizes, directs and evaluates the performance of subordinate employees; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Takes disciplinary action up to and including termination in coordination with the Village Administrator in order to address performance deficiencies as permitted by the Village's personnel policies.

**Examples of abilities required for this kind of work:**

- Considerable knowledge of civil engineering and water/wastewater principles, practices and methods as applicable to a municipal setting and a thorough knowledge of the State and Federal laws and regulations that govern municipal public works activities.
- Possess (or obtain within 1 year of hire) and maintain the base-level Wisconsin DNR water works operator certification and Wisconsin DNR wastewater operator certification. Current expectations would be a water subclass of either G or D; groundwater or distribution. Current expectations would be a Basic General Wastewater certification and may include any Basic Subclass certification valid for our wastewater treatment facility, including wastewater subgrade SS, Collection System.
- Knowledge of methods, practices and equipment used in public works activities and the ability to operate heavy equipment such as front-end loaders, snow plows, skid steers and backhoes is a plus.
- Knowledge of principles and practices of financial record keeping, budget preparation and administration;
- Skill in planning, assigning, and coordinating the activities of subordinates.
- Skill in use of computers, computer applications, and software.

- Skill and ability in maintaining records and preparing and presenting reports.
- Ability to obtain and maintain a valid regular Wisconsin Driver's License and Commercial Driver's License (CDL).
- Ability to establish and maintain effective working relationships with the Village Board, officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.
- Ability to deal tactfully and diplomatically with the general public and other government agencies regarding relevant codes, regulations, policies and procedures.

**Physical Demands:** Work is performed indoors and outdoors. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk or electrical shock, and vibration. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The noise level in the work environment is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk and occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must be capable of lifting and/or moving up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*(The work environment characteristics and physical demands described here are representative of those an employee encounters or must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

**Language Skills:** Must have ability to communicate orally and in writing with Village employees, supervisors, Village officials and the public.

**The Village of Johnson Creek 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.**

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Employee's Signature

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Supervisor's Signature

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Date

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Date