

Town of Wilson

POSITION INFORMATION

Title: Director of Public Works

Reports to: The Town Board

Annual Salary/Wages: \$50,000-\$70,000

Job Status: Full-time salaried

Work Week: Maintain standard business hours as established by the town board; be on call 24/7 for emergencies; attend town board, sanitary district, and other meetings as deemed necessary.

Supervisory Responsibilities: Town and sanitary maintenance staff

Vacation: Two weeks in year 1; one additional day awarded in each of the years 2-6; three weeks in years' 6-10; four weeks of vacation after 10 years of service

Health and Dental Insurance: Available

Retirement benefits: Enrolled in the ETF Plan

FLSA Status: Exempt

PURPOSE OF POSITION

The purpose of this working/supervisory position is to oversee the public works function in the Town of Wilson including roads, waste disposal and recycling, public parks, cemeteries, sanitary maintenance, and other general maintenance. The Director of Public Works is expected to serve in both a supervisory and hands-on capacity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Deliver quality service to Town of Wilson residents, staff, elected officials and volunteers.
- Build productive working relationships with county, city, and other community partners.
- Direct the management and operations of town roads, road right of ways, stormwater ditches, buildings, vehicles, equipment, sewer system, parks and open spaces, cemeteries, and other town property.
- Work directly with the town engineer to oversee maintenance of the town's sewer system; supervise sanitary maintenance staff; report to the Town Sanitary Commission.
- Oversee the operations of the town transfer station for waste disposal and recycling.
- Lead the planning, budgeting, and project management efforts for public works and Sanitary Districts.
- Develop policies and procedures for operations relating to public works; implement and monitor compliance with municipal ordinances and applicable state rules and regulations.
- Responsible for the hiring, scheduling, supervision, annual evaluations of maintenance staff; hire full-time, part-time, or seasonal employees to carry out the duties and responsibilities the public works function as approved by the town board or sanitary commission.
- Establish and maintain occupational and safety standards for maintenance staff and equipment use; provide safety training and safety reporting as required.

- Maintain a good working knowledge of Town, County, and State regulations as they relate to public works responsibilities.
- Negotiate and bid contracts for road, sewer, and other public works projects as approved by the town board or sanitary commission.
- Negotiate and purchase vehicles, equipment, and other goods as authorized by the town board and as provided for in the annual budget.
- Create and maintain accurate records and monthly reports, including inventory, payroll, and maintenance status.
- Attend town board and sanitary district meetings and present maintenance updates; attend town committee meetings as requested.
- Maintain on call status for Town emergencies including road damage or blockage, flooding, power outages, and other such incidents causing the disruption of vital town operations or the safety of town residents.
- Perform other public works related duties as assigned by the town board or sanitary commission.

JOB KNOWLEDGE, ABILITIES AND REQUIREMENTS

- Strong leadership and supervisory skills including approaching the position with integrity, a service minded attitude, promoting teamwork and cohesion, the ability to motivate staff, and the desire to learn and grow.
- Ability to work independently, manage projects, evaluate information and situations, solve problems, make decisions, and adapt to changing circumstances.
- Ability to develop productive relationships with residents and community officials within and outside of the town.
- Well-rounded mechanical background including basic electrical, vehicle, equipment, and sewer maintenance.
- Must possess Wisconsin Department of Natural Resources License in Groundwater and Distribution and Wastewater Grade II.
- General knowledge of roads, buildings, and grounds maintenance.
- Basic computer skills (Word, Excel, internet, etc.).
- Possess good oral and written communication skills.
- Hold a valid Wisconsin Driver License and be insurable.

PHYSICAL DEMANDS OF THE POSITION

- Sitting, standing, walking, lifting
- Talking and hearing; use of phone
- Ability to perform physical work outdoors in all weather conditions for extended periods.
- Mobility: regular travel throughout the township; occasional meetings outside the town.

ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings

EQUIPMENT USED

- Town vehicle
- Cell phone
- Reflective vest and jacket
- Fire extinguisher
- First aid kit
- Personal computer and peripherals
- PPE

EDUCATION AND EXPERIENCE

- High school degree required. Associates Degree or higher preferred
- 5 years of job-related experience
- 2 years of supervisory experience