



Position: Director of Public Works (DPW)
Department: Public Works

Unit: Non-Union
FLSA Status: Exempt

Summary Description

The Director of Public Works is a highly skilled resource manager and is responsible for providing personnel and project management, organization, and supervisory direction in a diversified public works environment. Specific areas of focus include right-of-way management, storm drainage snow removal coordination, traffic control management, street lighting, street repair, sidewalk maintenance, fleet management, refuse & recycling collection, parks and open space maintenance, and asset management for the entire Department. This position acts to ensure the City fleet is operating at full efficiency for all staff to perform their assigned duties. The DPW oversees all aspects of public service delivery for the entire public works-related services suite, as well as coordinates with other City Departments. The DPW ensures timely, cost-effective, prioritized, conscientious, and efficient Department operations, a well trained staff, and a safe workplace and positive work culture.

Supervision/Accountability

This position is accountable directly to the City Administrator or his/her designee; has general supervisory duties over all personnel comprising the four divisions within the Department, with direct supervisory responsibility over the Assistant DPW, Parks Maintenance Manager, office staff, and any other positions in his/her discretion.

Major Duties/Essential Functions

Manages all aspects of personnel, process, procedures, coordination, planning, finances, and problem solving as relates to the full suite of inter-Departmental and public services provided by the Department;

Implements the goals and objectives contained in the City's Strategic Action Plan for work related to the Department or as assigned by the City Administrator or his/her designee;

Supervises Department employees in carrying out a variety of tasks related to street maintenance, parks and open space maintenance and repair, snow and ice removal, equipment maintenance and repair, refuse and recycling collection, special refuse pick up program, recycling yard, special events, and forestry operations. Assumes overall responsibility for the successful completion of all Department related projects and services;

Plans, coordinates, and assists other City Departments, particularly Engineering and Utility, with the implementation of public works projects, or intergovernmental projects having an effect on the City's infrastructure;

Develops the annual operating and capital improvement budgets for all assigned areas of responsibility, maintains at least a five capital improvement plan for vehicles, equipment, and other capital assets; presents the same to City Administrator and the Common Council in each budget cycle;

Oversees scheduling of work for subordinates on a daily basis. Reviews and approves the project repair orders of time and materials used on each job;

Inspects City streets and parks to detect problems, snow or ice problems, the need for repair or maintenance, prepares a priority work schedule. Reviews all citizen service requests and other complaints pertaining to streets, parks, drainage facilities, forestry services, and trash collection and resolves problems;

Schedules and ensures maintenance, repair, and regular servicing of all Department vehicles and other equipment; is the point of contact for the City leased fleet program;

Responsible for maintaining an appropriately trained and skilled work force consistent with the work load and planned needs of the City. Evaluates work performance of subordinates; prepares performance evaluations; reviews evaluations prepared by the division supervisors. Maintains conformance with established work rules and regulations and recommends termination, suspension and other disciplinary matters for subordinates;

Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective Department operation. Keeps updated fixed asset records, provides necessary tags on all new equipment, and documents any sales or trades of City fleet. Coordinates the information with the City Clerk's Office;

Oversees the safety of all Department employees by instructing individuals in proper safety procedures and monitoring work in progress. Maintains documentation of all training;

Conducts operational cost/benefits analyses on different aspects of the Department's operations. Supervises the purchasing, control and use of, and assumes responsibility for all materials, supplies and equipment used by the Department;

Develops and revises the Department's operating policies and procedures in accordance with applicable laws and the Department's rules and regulations;

Participates in the development of the annual work plan including statements of scope of activity, goals and objectives; confers with others involved and participates in the formulation of the final product;

Annually prepares and submits to the City Administrator, three realistic, achievable objectives that will improve the operation of the Department.

Minor Duties/Responsibilities

Attends professional seminars and meetings in order to improve working knowledge and skills;

Serves as a Department liaison to the Parks & Recreation Commission to ensure new initiatives and maintenance projects are effectively analyzed, prioritized, and completed;

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods;

Confers with local utility companies and contractors on special construction projects. Confers with the Traffic and Safety committee on placement of traffic and street signs and decals. Provides technical counseling and guidance. Confers with state, county, and federal environmental inspectors, to maintain compliance of all environmental regulations;

Gathers data, compiles and evaluates information and carries out special duties; studies and writes reports as needed or as directed by the City Administrator.

Responsible for notification to other City Departments of any violations of City ordinances or regulations not in the primary area of responsibility of this position;

Reads incoming correspondence; plans and formulates response or subsequent action. Composes correspondence dealing with subject matter that involves considerable discretion, judgment, or negotiation;

Maintains close communication with neighboring municipalities for the purpose of sharing work and ideas. Assists other City Departments with special projects, problem solving, and manpower assistance, including directing resources for the City's special events and community gatherings;

Attends Common Council and Board, Committee, and Commission meetings as needed;

Performs other relevant duties as assigned by the City Administrator or his/her designee.

Knowledge

Thorough knowledge of administration, including budget development and control, personnel and purchasing management, administrative prerogatives and responsibilities. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods. Considerable skill in reading and interpreting construction drawings, plans and specifications. General knowledge of methods, materials, equipment and tools used in the repair and maintenance of a variety of automotive and mechanical equipment; operating principles of heavy equipment and gasoline and

diesel engines; basic mathematical and writing skills; principles and practices of supervision including assigning, evaluating, and modification of work; knowledge of payroll/personnel practices including, overtime, holiday, sick and vacation requirements, grievance and disciplinary procedures; duty and non-duty injury requirements; extensive knowledge of City geography including streets, storm sewers, City right-of-way, and other utility locations. Thorough knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the Department. Thorough understanding of management and labor relations and the statutory provisions governing municipal labor relations. Maintains a working familiarity with state and federal environmental laws and regulations while planning all aspects of the Department's work.

Skill/Ability

The ability to accept responsibility, to make decisions and to effectively prioritize work. Ability to establish and maintain effective interpersonal relationships with employees, other Departments, and citizens. Considerable ability to communicate effectively verbally and in writing. Ability to effectively use time and resources to accomplish activities; supervising others and maintaining effective relations with those encountered in the course of work. Ability to effectively handle a variety of difficult situations and problems. Skill in supervision and work management; ability to allocate and plan the use of equipment and personnel to accomplish assigned tasks; ability to assume broad responsibility over a variety of functional areas; ability to ensure and follow standard safety practices and procedures; Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to read and interpret blueprints of street, storm sewer, and City right-of-way locations and other documented resources necessary for locating, maintaining, and repairing City streets. Skill in operating the listed tools and equipment; ability to prepare, organize and maintain office data, reports and systems; ability to perform required mathematical computations; ability to effectively communicate complex technical information, orally and in writing, to property owners, employees, consultants, other governmental agency representatives, City officials and the general public on matters requiring considerable discretion and knowledge. Ability to work independently with only occasional review of work performance or records.

Education/Experience

Must have a minimum of a baccalaureate degree in construction management, project management, engineering, public or business administration, or a closely related field from an accredited college or university and a minimum of seven (7) years' experience in municipal administration, public works and street maintenance operations, or related construction work, including five (5) years at a supervisory level including supervision of public works contracts. Any combination of education and experience that provides the required knowledge and skills may qualify.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable outdoor work is required in the inspection of various construction sites or public works facilities. Must be physically capable of moving about on construction work sites. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee regularly is required to stand and talk or hear. The employee is continuously required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

License/Certifications

Possession of a valid Wisconsin Motor vehicle operator’s license. Possession of a Wisconsin Professional Engineer’s License a plus, but not prerequisite.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Revision History:
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