



**Position:** Assistant Director of Public Works  
**Department:** Public Works

**Unit:** Non-Union  
**FLSA Status:** Exempt

### **Summary Description**

Reporting directly to the Director of Public Works (DPW), the Assistant Director of Public Works is a highly skilled resource manager and is responsible for providing management, organization, and supervisory direction in a diversified public works environment. Specific areas of focus include right-of-way management, snow removal coordination, traffic control management, street lighting, street repair, sidewalk and driveway inspection, fleet management, refuse & recycling collection, parks and open space maintenance, and asset management. This position acts to ensure the City fleet is operating at full efficiency for all staff to perform their assigned duties. This position also acts as a safety coordinator and ensures the Department is fully trained and monitors compliance with applicable rules and regulations. The Assistant DPW complements the DPW, working together to prioritize, schedule, and oversee public works projects, maintenance, and budgets, while ensuring excellent and responsive public service delivery.

### **Supervision/Accountability**

This position is accountable directly to the DPW; has supervisory duties over all Foreman positions, and all positions within the Department as delegated by the DPW.

### **Major Duties/Essential Functions**

Under the direction, and in coordination with, the DPW, the Assistant DPW will be responsible for:

Assisting in directing, planning, reporting, evaluating, supervising, coordinating, and improving all activities and public services provided by the Department;

Managing all aspects of street maintenance and right-of-way management including, but not limited to: street repair, snow and ice control, signs, lighting, and required permitting as necessary;

Managing snow and ice control operations, including implementing policy, ensuring resources are available for response, managing the salt/brine system, scheduling staff, training, plow route development, service performance assessment, and tracking materials usage and human hours for snow and ice responses;

Assisting with the planning, managing, and overseeing of road maintenance projects such as crack-filling, pothole filling, and chip sealing, and road salt/brine system management;

Assisting the DPW with managing fleet operations such as: leased fleet contract management, fueling system management, mechanic crews' work scheduling, and ensuring vehicles and equipment are properly maintained; recommending replacement of vehicles and equipment at appropriate times; coordinating with the DPW the scheduling of major repairs with the Chief Mechanic;  
Maintaining proficiency in the operation of the end loader, backhoe, motor-grader, roller, and asphalt distributor in the course of directing the completion of various street maintenance and construction projects;

Overseeing and working with Foremen to schedule crews regarding the repair and construction of all types of storm drainage, box culverts and curb and gutters; setting forms for concrete; the removal of weeds and grass from City right-of-ways; street cleaning;

Ensuring proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD);

Preparing and presenting the DPW with annual goals and objectives to improve the Department;

Maintaining a variety of logs and records related to employees, work assignments, regulatory agencies, and inspection activities; preparing and posting pay estimates as required; maintaining records for fuel system and preparing data for underground fuel tank permit.

### **Minor Duties/Responsibilities**

Overseeing the City recycling yards, ensuring the yard is maintained in a safe and orderly manner, and in accordance with all outside regulations;

Conferring with the DPW, presenting, and resolving routine problems internal to the Department and with the external delivery of assigned public services;

Assisting with budgetary estimates and Department supply and equipment needs for upcoming fiscal year. Conferring with DPW and assigned Foreman on service and replacement of equipment;

Evaluating work performance of subordinates; preparing performance evaluations and effectively recommending termination, suspension, and other disciplinary actions;

Attending professional training courses, meetings, and conferences to keep abreast of current trends in the field; trains subordinate personnel in the areas of new techniques and other special skills;

Working effectively and courteously with the public to resolve questions, concerns, and problems;

Processing accounts payable, invoicing, and other financial management task as assigned;

Performing all other duties as assigned by the DPW.

### **Knowledge**

Some 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. Some 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; knowledge of City geography including streets, storm sewers, City right-of-way, and other utility locations. Knowledge of occupational hazards and standard safety precautions necessary in the work. Knowledge of policies and procedures established for the Department. Understands management and labor relations and the statutory provisions governing municipal labor relations.

**Skill/Ability**

The ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work. 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 moderately difficult situations and problems. 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 engineering plans and specifications, manuals, ordinances and regulations 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; skill in applying material testing procedures; ability to prepare, organize and maintain field and office data, reports and systems; ability to perform required mathematical computations; ability to work independently with only occasional review of work performance or records.

**Education/Experience**

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Post-secondary education in a relevant field of study highly desirable. Typical qualifications would be equivalent to: possession of a high school diploma or G.E.D., and sufficient experience approximating at least seven (7) or more years of employment in municipal construction inspection activities, street superintendence, public works and utilities, or related positions including demonstrated supervisory experience and leadership ability with groups of employees.

**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.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate construction equipment. While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. 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. Candidate will be required to obtain a Commercial Drivers License (CDL) within a time limit expressed by the City, not to exceed nine months. Loss of license may be cause for demotion or termination.

*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.*



---

City Administrator



---

Human Resource Manager



---

Director of Public Works

- Revision History:**  
October 4, 2021  
April 1, 2020  
July 29, 1996  
July 15, 1993  
June 26, 1991