

CITY OF BRILLION

POSITION DESCRIPTION

Title: **PUBLIC WORKS DIRECTOR**

Department: Department of Public Works

Supervisor: City Administrator

Pay Category: Salary Exempt

Hours: Full-time

Job Summary:

The Public Works Director shall be responsible and answerable only to the Mayor, Common Council, Chairman of the Utility Commission and City Administrator. He/she is to carry out the directions and policies, pursuant to statute, City Code, and the resolutions, Board/Commission motions and directives of the Common Council and City Administrator. In addition to being able to perform all listed duties and responsibilities he/she shall be responsible to schedule and assign work duties of all other full and part time employees assigned to this department. This includes assigning priorities to required duties based on the overall needs of the various departments of the City and available staff to perform the required work.

Duties and Responsibilities:

1. Supervise and direct the general operations of the public works activities of the City; responsible for the overall construction, care, repair and maintenance of all city-owned buildings, grounds, and facilities.
2. Establish and enforce work place rules, policies, methods and procedures for the department. Train, evaluate and document performance of all department employees, select new employees when authorized.
3. Assist the Mayor, Common Council and its Committees and the City Administrator in their efforts to promote long range, planned growth and development in the City.
4. Assume responsibility for and supervision of all maintenance, preventative maintenance, repair and construction of streets, parking lots, facilities, curb and gutter, sidewalks, bridges, signs, markings, storm sewer, city buildings, structures, parks, cemeteries, property and all machinery and equipment used in these activities.

5. Be responsible for the coordination of all custodial and maintenance operations for all city buildings, facilities and grounds.
6. Have a working knowledge of all city buildings, their construction, internal mechanical systems and equipment.
7. Function as the City Safety Director. Develop and implement a comprehensive building safety inspection program for all city buildings, grounds and facilities.
8. Function as the City forester and shall have all duties and responsibilities for that position as outlined in the City Municipal Code and the State Statutes.
9. Supervise and direct the acquisition and maintenance of all City vehicles and equipment. Work in cooperation with the other department heads in the City, shall maintain a computerized Citywide inventory of all vehicles and equipment located in all buildings, and, at least once annually, review and update these records.
10. Provide liaison between Utility operators, the Utility Commission and the Common Council as directed by the Mayor and City Administrator.
11. Coordinate the design, bidding, construction and inspection of all public works projects. Coordinates and oversees the work of contractors who are performing work for the City, to assure that work quality and contract specifications are being met.
12. Supervise the administration of zoning, subdivision, flood plain, and wetland regulations, and building inspector. Prepare and maintain appropriate maps, plans, records, and files.
13. Shall keep all records and documents required by law or ordinances for activities under his/her supervision.
14. Prepares annual department budget and make every effort to operate within the budget as adopted by the City Council. Seek grants and other funding sources as may be appropriate.
15. Review and approve all purchase orders and invoices and present them to the City Administrator for approval.
16. Maintain a positive public image and demonstrate a professional level of interaction with City residents, vendors and others both in and out of the organization. Keep City Administrator alerted to conditions that may cause complaints from citizens with as much information as possible.
17. Attend and report to the Common Council at their regular meetings on the activities of this department. Also, to service as ex-officio nonvoting member of the Plan Commission, Redevelopment Authority Commission, Cemetery Commission.

18. Act as Weed Commissioner per City Ordinance.
19. Such other duties as may be needed to perform the duties that fall in the realm of this department or may be assigned by the City Administrator.

Desired Minimum Qualifications:

Education and Experience:

1. Degree in Public Works, Engineering or related area, or high school graduation or GED equivalent supplemented by vocational/technical courses in Public Works, Engineering or related area.
2. At least two years experience working in Public Works or related area.
3. Required to have a valid Wisconsin Commercial Driver's License (CDL).

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of the materials, methods, techniques and equipment used in the construction and maintenance of roads and streets, principles and practices of safe and efficient use of tools, equipment and vehicles used in public works construction, maintenance and repairs, and principles and practices of effective supervision.
2. Considerable skill in planning and laying out work and training programs and supervising skilled and unskilled laborers, understanding and following oral and written instructions, establishing and maintaining effective relations with supervisors, subordinates and public, engineering drawings, developing and maintaining accurate records and files.

Work Conditions and Physical Requirements:

1. Must be able to lift various weights from floor to waist on an occasional basis. Specific tasks include the lifting of maintenance equipment, automotive repair equipment, snow blowers, construction equipment, etc.
2. Must be able to work in various kinds of weather and temperature conditions, and use good judgment not to become overcome with extreme heat and cold conditions for self and employees.