



City of Columbus (WI) Public Works Lead

CLASS CODE	057	SALARY	\$30.52-33.00 Hourly
ESTABLISHED DATE	December 17, 2024	REVISION DATE	December 17, 2024

General Purpose

This position is responsible for scheduling maintenance and construction activities, as well as working in the field as a member of the crew within the Public Works Department. The Public Works Lead directs the work of Public Works Maintenance employees.

Essential Duties and Responsibilities

Coordinates and directs work activities and schedules of Public Works staff required to maintain city buildings, motor equipment, grounds, parks, forestry, turf management, Udey dam, recreation facilities, athletic fields, aquatic center, Hillside Cemetery, recycling center, stormwater management and facilities, traffic control devices, sidewalks, bridges, and streets, including snow and ice removal.

Plan, direct, coordinate, and review the work plan for Public Works staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. Assist City Administrator with annual budgeting.

Coordinates public works projects with the Utilities Director and City Engineer.

Coordinate and work with other City Departments.

Completes required administrative documents for compliance with state and federal laws and statutes.

Creates and adheres to vehicle maintenance schedule for City fleet. Ensures maintenance of an accurate inventory system of all Public Works parts, tools, materials and equipment. Maintains informed replacement schedule based on this inventory.

Performs inspections of City facilities to ensure ADA and safety compliance. Care and maintenance of Hillside Cemetery; responsible for burial procedures. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Provides direct supervision to public works staff. Assists in making recommendations regarding salary increases, promotions, hiring and termination.

Perform related duties as required.

Minimum Qualifications

Minimum of a two-year degree or apprenticeship in construction management, planning, or related degree plus a minimum of five years in a supervisory or managing capacity of utility and/or municipal construction projects and crews; **or**

Two years of municipal or county highway road plowing experience and;
Three years' experience with Public Works, County Highways, Utilities or municipal construction projects and; Three years minimum experience with all listed vehicles, equipment, plows, and tools.

Special Requirements

Valid Wisconsin State CDL Class "B" License with air brakes endorsement.

Tools and Equipment Used

Hand tools, air compressor, jack hammer, 3/4-ton pick-up truck, dump trucks (up to 26,001 lbs.), generator, concrete saw, concrete repair equipment, portable radio, pumps, pipe cutter, plumbing tools, carpentry tools, pavement striping equipment, pavement roller, leaf vacuums, various grass mowers, snow plows, snow blower, pavement restoration equipment, confined space entry safety equipment, trench shoring safety equipment and other miscellaneous equipment.

Physical Demands

The physical requirements 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.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 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.

Public Works employees have contact with the public and therefore are required to maintain a professional appearance. Uniforms shall be clean and neat at the beginning of each workday

Work Environment

Exposure to extremes of temperatures, other outdoor conditions and noxious fumes and odors when maintaining City equipment or property, and performing other required activities.

Exposure to moderate hazards when operating heavy equipment, snow plows or using power tools. Exposure to long hours of driving in night conditions during snow removal operations. Works with asphalt, crack sealing material, concrete, salt, oil, gasoline, diesel fuel, herbicides, paint, traffic control signs, trash, weeds, tree limbs, dirt, rock, sand and gravel