



**POSITION TITLE:** Director of Public Works/Utility Superintendent **DEPARTMENT:** Public Works/Utilities  
**REPORTS TO:** Village Administrator **FLSA:** Exempt  
**DATE APPROVED BY VILLAGE BOARD:** March 22<sup>nd</sup>, 2022 **VERSION:** 1  
**REVISION HISTORY:**

**Position Description:**

Under the direction of the Village Administrator for the Village of Kronenwetter, the Public Works Director/Utility Superintendent directs all of the operations of the Public Works Department and Utility Departments. This person in conjunction with the Public Works crew leader and the Utility Crew Leader plans work, schedules regular public infrastructure maintenance and repairs on equipment. Additionally, position manages paperwork, such as grant applications, inventory ordering, and other state required forms, such as MS4 permits. The position also speaks to the public about concerns relating to public works conditions, such as snow plowing, culvert installation requests, requests for permits to exceed road limits when road limits are in effect and other various public works related issues. Position is in charge of creation and submittal of the Public Works, Water, and Sewer budgets to the Village Administrator and works with the Village Administrator and the Village Treasurer on creation of short and long term budgets. This position keeps the Village Administrator, and the Village Board abreast of all of the various operational needs of all of the departments under the position's immediate direction.

**Essential Job Functions:**

1. Directs the overall operation of the Village of Kronenwetter Public Works, and Water and Sewer Departments by working with the various departmental leads or contracted service operators.
2. Responds to inquiries by the general public in a timely manner about concerns or questions they raise regarding any of the departments or projects assigned to this position and keeps the Village Administrator informed as to these inquiries and concerns.
3. Maintains records that are assigned to the Public Works director, such as grant applications, inventory counts for various departments, geographic information system (GIS) relating to infrastructure and other state and federally required documents, follows all state and local laws for record retention, and ensures that departmental offices are kept in an orderly and presentable fashion to the public.
4. Works with various staff members to prepare the yearly and long term draft budget for the Public Works Department, Water and Sewer departments and submits them to the Village Administrator for inclusion in the yearly budget.
5. Oversees building and grounds maintenance of all Village properties including municipal center utilities facilities and public works facilities and works with various staff members to maintain an up to date log of all repairs of various facilities so as to track expenses and repairs.
6. Manages engineering work on Village projects, and works with contracted consultants and other Village staff to ensure that records are maintained, costs are tracked and projects are completed in a timely and professional manner within approved timelines.
7. Provides construction contract administration and inspection of various projects of departments assigned to this position.
8. Develops road maintenance policies, which shall include setting guidelines for road repairs, snow plowing, and salt usage.
9. Maintains the Village's Pavement Surface Evaluation and Rating (PASER) ratings, and updates these ratings on a regular basis, and uses this rating system to recommend to the Village Administrator and to the Village Board the appropriate course of action to maintain and improve the overall road ratings of the Village.

10. Creates and maintains in conjunction with the Village Administrator the long term infrastructure and maintenance plans for the roads, bridges, water, sewer, storm water facilities, and other public areas of the Village and assists in integration of these plans into the long-term budgets of the Village.
11. Consults with department crew leaders on various operations of the departments assigned to this position and determines the best course of action for the operations of the departments assigned to this position.
12. Works with department crew leaders on acquiring and maintaining sufficient inventory of the various departments to ensure the efficient operation of the departments.
13. Develops and documents maintenance plans of Village facilities, sets guidelines and works with vendors and Village staff to ensure the efficient operation of all facilities.
14. Develops and documents the various duties of the department, ensuring that future employees may follow the operations of the department, find appropriate records and ensure the smooth operations of the Village.
15. Reviews plans for subdivisions, road access permits, storm water retention pond calculations and other materials in conjunction with the Community Development Department that relate directly to the departments that are assigned to this position and provides feedback for these items and coordinates with any necessary outside firms following the Village's adopted purchasing policy for complete review of these items.
16. Remains knowledgeable of the latest operations of departments assigned to the position, and researches new methods of operation to keep costs contained, by reading industry related materials, attending webinars and attending other education opportunities within the region as other duties allow.
17. Researches various grant opportunities, gains approval for application from the Village Administrator and the Village Board, administers grants, prepares grant documents, monitors progress of grant funded projects, and ensures that projects are closed out within grant guidelines.
18. Works with the Village Administrator on departmental hiring activities, which shall include review of current position descriptions, preparation of personnel requisitions and other duties as assigned by the Village Administrator.
19. Participates in the update of the Outdoor Recreation Plan, the Village's Emergency Response Plan and other long term planning documents of the Village.
20. Responds to emergency events of the Village by reporting to the Emergency Operation Center of the Village and acts as part of the disaster response team of the Village.
21. Acquires through either in person or web-based training, instruction in the Federal National Incident Management System and maintains this education while employed by the Village.
22. Attends the Central Wisconsin Stormwater Coalition meetings, represents the Village's interests, and reports back to the Village Administrator on various projects of the coalition.
23. Attends the greater Wausau Metropolitan Planning Organization (MPO) technical meetings, represents the Village's interest and reports back to the Village Administrator on various projects of the MPO.
24. Works with other staff members to maintain the Village's website.
25. Leads the safety program for the Public Works and Utilities departments and either leads or acquires instructors or instructional materials for various safety programs that will be held periodically throughout the year.
26. Attends the bi-weekly staff meeting and reports the highlights of the various departments that this position is assigned so that other staff members are aware of ongoing projects.
27. Works with the Village Administrator to come up with a yearly evaluation program for the various employees that are under the direction of this position, and submits reports on evaluations to the Village Administrator.
28. Unless otherwise excused from attendance by the Village Administrator, attends all regular and special Village Board meetings, Utility Committee (UC) meetings, Community Life, Infrastructure and Public Property (CLIPP) Committee meetings and other committees as assigned and responds to questions posed by the members of those committees or boards.
29. Prepares a monthly status report for the UC, CLIPP and the Village Board that will summarize the activities of the various departments assigned to this position and responds to questions raised from said report in a timely and professional manner.
30. Works with appropriate staff to draft and maintain ordinances related to public works and municipal utility issues including comprehensive planning, zoning, building codes and property codes.
31. Participates in the preparation of the Village's monthly newsletter, preparing articles as requested by the Village Administrator.
32. Perform additional duties as assigned by the Village Administrator.

### **Non-Essential Job Functions**

1. Attend outside conferences relating to departments assigned to this position which shall require an overnight stay.

### **Level of Supervision**

The position manages all aspects of the public works projects and operations including streets, transportation, water utility, sewer utility, and engineering, with the assigned staff and contractors. From time to time the Public Works director position may have to supervise temporary employees that are assigned to supplement the activities of these various departments.

### **Knowledge of:**

1. General Accepted Government Accounting Principals
2. Operation and Maintenance of Local Road system
3. Operation and Maintenance of Water and Sewer Utility System

### **ABILITY TO:**

1. Ability to analyze and interpret information such as road rating reports, plans for roads and utility infrastructure designs.
2. Ability to develop reports and compose business correspondence.
3. Ability to employ excellent computer skills including intermediate knowledge of Microsoft Office Suite
4. Ability to operate a variety of standard office equipment.
5. Ability to write clear and concise reports that shall be submitted to audiences with varying levels of knowledge of a topic with little explanation required in addition to the submitted report.
6. Ability to work independently with limited supervision.
7. Ability to tactfully deal with parties with conflicting needs or expectations to reach a solution which best benefits the residents of the Village.
8. Ability to effectively present information and respond to questions from citizens, elected officials, committee members and the public.
9. Ability to solve practical problems dealing with situations where limited standardization exists.
10. Ability to interpret complex instructions.
11. Ability to counsel, mediate, and/or provide supervision of staff;
12. Ability to train, advise, coach, and guide others.
13. Ability to work in a collaborative, team environment as well as to lead individuals and teams.
14. Ability to maintain a positive work atmosphere by behaving and communicating in a manner of cooperation and rapport with both internal and external customers.
15. Ability to work rapidly, to prioritize multiple assignments, and to meet specific deadlines and to work effectively in stressful situations.
16. Ability to communicate orally and in writing with Village Board members, Village Committee members, Village residents and the general public, Village department heads and employees, contracted services providers, bond counsel, independent financial auditors, developers, bond rating agency personnel, insurance company personnel, contracted engineers, and others doing business with the Village.

### **MINIMUM QUALIFICATIONS:**

1. Valid State of Wisconsin Driver's license or equivalent.
2. Bachelor's Degree in Civil Engineering, Public Administration, or related field, an Associate's degree in Civil Engineering, Public Administration or related field and two years of experience in civil engineering, municipal utilities or public works, or a high-school diploma with four years of experience in civil engineering, municipal utilities or public works.
3. Must complete pre-employment testing and background investigation.
4. Must have at least two years of management experience.

### **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.

1. Work environment includes general office environment, which shall involve general sedentary work using near vision for prolonged periods, but may also require standing and walking for up to 10% of the time. Office environment subject to minor variations of hot and cold environments and fragrances such as perfume.
2. Some lifting of materials of 20 pounds or less, which could include carrying a lap top computer and other various reports.
3. Occasionally work outdoors in a non-American with Disability Act (ADA) acceptable environment in order to review plans and activities of the various department assigned to this position.
4. This position in the course of its duty may be exposed to blood-borne pathogens, as well as other unsafe conditions directly relating to sewer and water utility operations.
5. Must be able to read, write, and communicate fluently in English.

**MEDICAL REQUIREMENT:**

Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position. The Kronenwetter Village Board will update from time to time specific requirements of the medical examination.

*The Village of Kronenwetter is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*