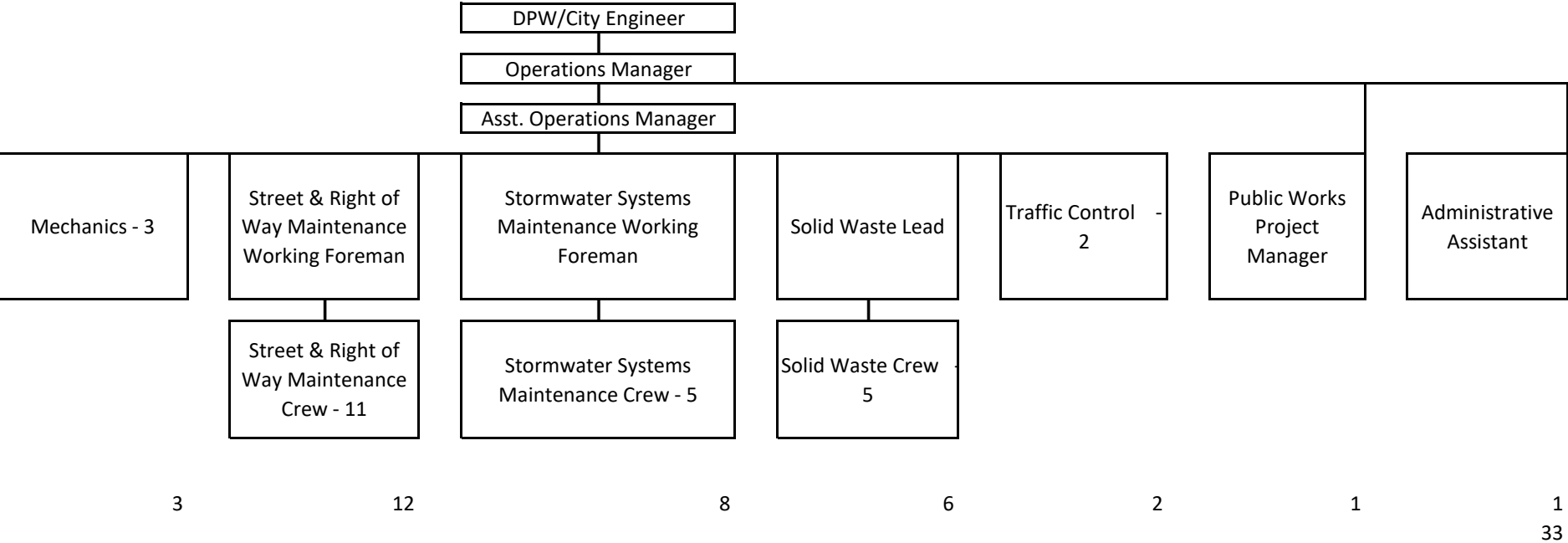
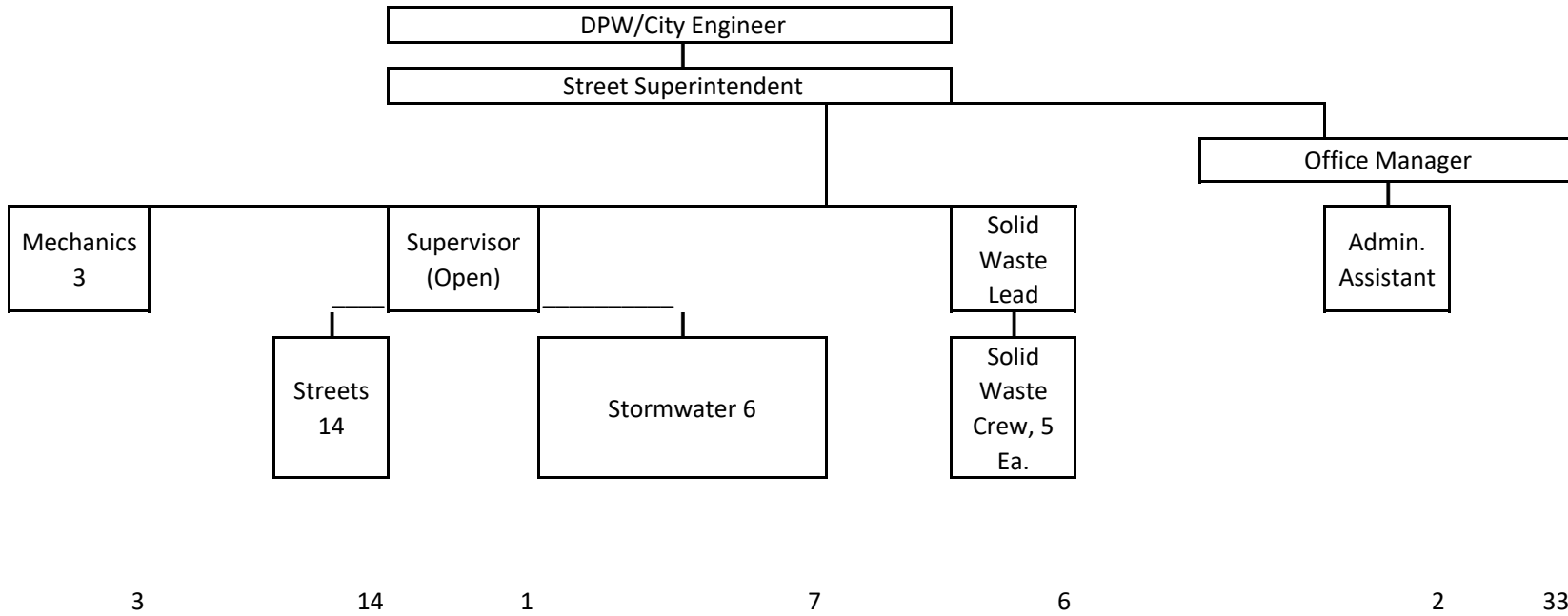


PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
ORGANIZATION CHART



**PUBLIC WORKS DEPARTMENT
STREET/SOLID WASTE DIVISION
ORGANIZATION CHART**



PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
OPERATIONS MANAGER
JOBS DUTIES OVERVIEW

Street & Right of Way

DUTIES:

Reports to Director of Public Works/City Engineer

Reports all personnel matters to Director of Public Works/City Engineer

Oversees Public Works Project Manager & Administrative Assistant

Oversees policies, procedures and sets priorities

Oversees Operations Division

Oversees Operations Superintendent

Prepares Annual Budget

Prepares 5 Year Capital Improvements Plan

Oversees implementation of services under Operations:

- Street & ROW Maintenance; Traffic control management (signs and signals);

- Street Lighting; Stormwater Systems Maintenance; Solid Waste and Recycling;

- Mechanics and Fleet & Work Management; and Administration

Responsible for City Landfill Contract and Reporting Requirements

Responsible for City Fill Site and Reporting Requirements

Responsible for siting, negotiating, contracting, management, administration,
and reporting of all future City fill sites

Responsible for City Quarry DNR operations and reporting requirements

Responsible for City Quarry MSHA operations and reporting requirements

Responsible for Quarry Reclamation Plan and reporting requirements

Responsible for Compost and Yard waste site contracts and all reporting requirements

PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
ASSISTANT OPERATIONS MANAGER
JOBS DUTIES OVERVIEW

Street & Right of Way

DUTIES:

Reports to Operations Manager
Reports daily progress to the Operations Manager
Coordinates supply and material needs
Oversees Street & ROW Maintenance Working Foreman, Stormwater Systems Maintenance Working Foreman, Solid Waste Lead, & Mechanics
Participates, as needed, in preparation of Annual Budget
Participates, as needed, in preparation of 5 Year Capital Improvements Plan
Carries out implementation of services under Operations:
 Street & ROW Maintenance; Traffic control management (signs and signals);
 Street Lighting; Stormwater Systems Maintenance; Solid Waste and Recycling;
 Mechanics and Fleet & Work Management; and Administration
Prepares weekly work schedule and directs division leads and foremen
Schedules & holds "weekly work schedule" meetings with division leads, foremen, Operations Manager, and other divisions when they are needed
Coordinates utility locates
Coordinates Preparation & processing of purchase requisitions for parts and supplies
Reviews all division invoices prior to submitting them to Admin. Assist. for processing
Schedules monthly and annual safety training opportunities and requirements
Maintains safety records of incidents
Monitor and document all division team members for compliance of safety regulations
Perform facility and fleet safety inspections along with associated reporting
Oversees Fleet Management Software and training
Oversees preparation & processing of invoices and accounts payable
Approves or denies division crews vacation and sick time requests
Will be in a four way rotation of "on call" to oversee snow and ice removal and other emergencies with Director of Operations, and the two working foremen
Recommend to Director of Operations replacement of fleet vehicles at appropriate times
Prepares division quarterly and annual reviews, and probationary reviews
Attends and represents division at various meetings as directed by Director
 Operations as needed: Public Works, Finance, Public Safety & Welfare, Site Plan Review, and Common Council
Excellent written and oral communication skills
Excellent Microsoft Office, GIS, blue print reading, general computer skills required

QUALIFICATIONS:

AA in Civil Engineering Technology or related field preferred or equivalent job experience.
Five plus years of progressive management experience

LICENSE:

Must possess and maintain a valid Wisconsin Driver's License

Possess and maintain a Wisconsin Commercial Driver's License w/ Class B, C, & D preferred
(Class A brake endorsements *preferred*) and have an excellent driving record.

PHYSICAL REQUIREMENTS:

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description

PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
ADMINISTRATIVE ASSISTANT
JOBS DUTIES OVERVIEW

Street & Right of Way

DUTIES:

Reports to Operations Manager

Reports daily progress to the Operations Manager

Reports supply and material needs to the Operations Manager

Prepare and manage payroll, time cards, vacations, sick time, filing of employee records, etc.

Answer division incoming phone calls and direct calls to appropriate personnel

Sit at front counter to address resident/customer needs

Responsible for daily front counter business receipts

Process purchase orders

Order and maintain office supplies

Performs a variety of administrative & personnel office tasks in relieving division of details

Assists with preparing correspondence, types a variety of minutes, meeting notices, reports, ordinances, resolutions, contracts, etc., from rough copy or stenographic notes

Assists in uploading and maintaining division software (i.e., fleet management, work management, fuel usage, work orders, etc.)

Understands and can interpret geographic information system (GIS) division layers

Excellent written and oral communication skills

QUALIFICATIONS:

High school graduation plus one-year advanced schooling and one year experience working on a billing system

Complete working knowledge of Microsoft Office

Working knowledge of computer tablets (i.e., iPads, etc.)

Working knowledge and ability of geographic information system (GIS) mapping

Working knowledge of various software (i.e., fleet management, work management, fuel usage, work orders, etc.)

And others as found in full job description

LICENSE:

Must possess and maintain a valid Wisconsin Driver's License

PHYSICAL REQUIREMENTS:

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description

PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
STREET & RIGHT OF WAY MAINTENANCE WORKING FOREMAN
JOBS DUTIES OVERVIEW

DUTIES:

Reports to Operations Manager
Will have daily communication with Operations Superintendent on daily job status and supply and/or equipment needs for the following day or week
Attends "weekly work schedule" meetings with division leads, foreman, Operations Manager, Operations Superintendent, and other divisions when they are needed
Foreward utility locate requests to Operations Superintendent as needed
Attend monthly and annual safety training opportunities and requirements
Report all safety incidents to the Operations Manager
Monitor all division team members for compliance of safety regulations. Correct all infractions.
Perform facility and fleet safety inspections along with associated documentation
Will be in a four way rotation of "on call" to oversee snow and ice removal and other emergencies
Operations Manager, Operations Superintendent, & Stormwater Systems Maint. W. Foreman
Lead and direct crews for various division maintenance activities
Drive and operate several sizes of trucks, tractors, loaders/backhoes, skid-steers, street sweepers, and line painting equipment
Operate air compressor, hand tools, power tools, and other equipment used in maintenance
Sidewalk, curb and gutter removal and installation, and landscaping
Storm sewer installation and maintenance (cleaning and/or building) and concrete finishing
Street cleaning and maintenance
Snow removal operations
Traffic signal, street lighting and directional sign installation, traffic painting and maintenance activities
Preparation and placement of wayfinding signs, detours, and lane closures
Trained, maintain certification, and work in confined space entry to accomplish City maintenance activities
May perform other related work as required within the classes of III, IV, and V
May be required to work a fluctuating schedule
May be required to work mandatory overtime
Will be required to give instructions and work duties to crew members
Will have extensive communication with crews
Will oversee projects, work progress and efficiency
Will be required to complete other tasks as assigned
Coordinate construction work with outside contractors and city crews when working together
Carry out assignments from Operations Manager
Notifies the Operations Manager of any problems or changes as soon as possible
Excellent Microsoft Office, GIS, blue print reading, various softwares, general computer skills required

QUALIFICATIONS:

High school graduation or HSED equivalent with four years of experience in the operation of light and some medium equipment.
Four years of experience in public works construction and maintenance including, but not limited to: construction and maintenance of road ways, construction and maintenance

of storm sewer systems and landscaping.

Must have an equivalent combination of education, experience and training that provides the following knowledge, skills and abilities:

See existing job description

Working knowledge of blue prints/construction drawings

Working knowledge of computer tablets (i.e., iPads, etc.)

Assist Project Managers with surveying and/or staking

Working knowledge and ability of geographic information system (GIS) mapping

Working knowledge of various software (i.e., fleet management, work management, fuel usage, work orders, etc.)

Working knowledge of wayfinding sign placement, traffic control detours and lane closures

And others as found in full job description

LICENSE:

Must possess and maintain a Wisconsin Commercial Driver's License w/ Class B, C, D and air brake endorsements and have an excellent driving record. Must obtain a Class A CDL within 6 months of hire.

Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire; random drug and alcohol screens thereafter.

PHYSICAL REQUIREMENTS:

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description

PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
STORMWATER SYSTEMS MAINTENANCE WORKING FOREMAN
JOBS DUTIES OVERVIEW

DUTIES:

Reports to Operations Manager
Will have daily communication with Operations Superintendent on daily job status and supply and/or equipment needs for the following day or week
Attends "weekly work schedule" meetings with division leads, foreman, Operations Manager, Operations Superintendent, and other divisions when they are needed
Foreward utility locate requests to Operations Superintendent as needed
Attend monthly and annual safety training opportunities and requirements
Report all safety incidents to the Operations Manager
Monitor all division team members for compliance of safety regulations. Correct all infractions.
Perform facility and fleet safety inspections along with associated documentation
Will be in a four way rotation of "on call" to oversee snow and ice removal and other emergencies
Operations Manager, Operations Superintendent, & Stormwater Systems Maint. W. Foreman
Lead and direct crews for various division maintenance activities
Drive and operate several sizes of trucks, tractors, loaders/backhoes, skid-steers, street sweepers, and line painting equipment
Operate air compressor, hand tools, power tools, and other equipment used in maintenance
Sidewalk, curb and gutter removal and installation, and landscaping
Storm sewer installation and maintenance (cleaning and/or building) and concrete finishing
Street cleaning and maintenance
Snow removal operations
Traffic signal, street lighting and directional sign installation, traffic painting and maintenance activities
Preparation and placement of wayfinding signs, detours, and lane closures
Trained, maintain certification, and work in confined space entry to accomplish City maintenance activities
May perform other related work as required within the classes of III, IV, and V
May be required to work a fluctuating schedule
May be required to work mandatory overtime
Will be required to give instructions and work duties to crew members
Will have extensive communication with crews
Will oversee projects, work progress and efficiency
Will be required to complete other tasks as assigned
Coordinate construction work with outside contractors and city crews when working together
Carry out assignments from Operations Manager
Notifies the Operations Manager of any problems or changes as soon as possible
Excellent Microsoft Office, GIS, blue print reading, various softwares, general computer skills required

QUALIFICATIONS:

High school graduation or HSED equivalent with four years of experience in the operation of light and some medium equipment.
Four years of experience in public works construction and maintenance including, but not limited to: construction and maintenance of road ways, construction and maintenance

of storm sewer systems and landscaping.

Must have an equivalent combination of education, experience and training that provides the following knowledge, skills and abilities:

See existing job description

Working knowledge of blue prints/construction drawings

Working knowledge of computer tablets (i.e., iPads, etc.)

Assist Project Managers with surveying and/or staking

Working knowledge and ability of geographic information system (GIS) mapping

Working knowledge of various software (i.e., fleet management, work management, fuel usage, work orders, etc.)

Working knowledge of wayfinding sign placement, traffic control detours and lane closures

And others as found in full job description

LICENSE:

Must possess and maintain a Wisconsin Commercial Driver's License w/ Class B, C, D and air brake endorsements and have an excellent driving record. Must obtain a Class A CDL within 6 months of hire.

Must have the ability to successfully complete a pre-employment post offer physical to include drug and alcohol screen upon hire; random drug and alcohol screens thereafter.

PHYSICAL REQUIREMENTS:

Hear and speak effectively to communicate in person and over the phone

Visual acuity to read computer screens and printed documents

Others as outline in full job description

PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
PUBLIC WORKS PROJECT MANAGER
JOBS DUTIES OVERVIEW

Street & Right of Way

DUTIES:

Reports to Operations Manager

Reports daily progress to the Operations Manager

Coordinates supply and material needs as needed

Participates, as needed, in preparation of Annual Budget

Participates, as needed, in preparation of 5 Year Capital Improvements Plan

Assists as needed the implementation of services under Operations:

Street & ROW Maintenance; Traffic control management (signs and signals);

Street Lighting; Stormwater Systems Maintenance; Solid Waste and Recycling;

Mechanics and Fleet & Work Management; and Administration

Assists as needed in preparing weekly work schedule

Attends "weekly work schedule" meetings with division leads,

foremen, Operations Manager, and other divisions when they are needed

Determines need and location of utility locates and forwards that info onto Expeditor to call in

Preparation of purchase requisitions for parts and supplies as needed

Excellent Microsoft Office, GIS, blue print reading, various softwares, general computer skills required

See job description for other duties and abilities.