



Director of Public Works & Utilities Job Description

The Director of Public Works & Utilities is responsible for the leadership and oversight of two key divisions: Streets & Parks and Belleville Utilities. The Director of Public Works & Utilities is on the Village's leadership team and works under the direction of the Village Administrator.

General Summary

The Director of Public Works & Utilities oversees all Public Works & Utilities Department operations, including streets & sidewalk maintenance, parks & forestry, trails & open spaces, cemetery management, stormwater facilities, refuse & recycling, yard waste drop-off site, municipal facility maintenance, water & wastewater system operations, and vehicle and equipment maintenance. The Director is a salaried position and is expected to work in both the office and out in the field when necessary.

The Director oversees all Public Works & Utilities personnel, directly supervising the Streets & Parks Superintendent and the Utilities Superintendent.

The Director is responsible for recording, compiling, and reporting information to regulatory agencies as required, including the Department of Transportation (DOT), Department of Natural Resources (DNR), Public Services Commission (PSC), Environmental Protection Agency (EPA), Madison Metropolitan Sewer District (MMSD), Federal Emergency Management Agency (FEMA), Dane and Green Counties, State of Wisconsin, and other federal agencies.

Essential Duties & Responsibilities

The duties and responsibilities listed below are not to be construed as exclusive or all-inclusive. When necessary, other duties/special projects may be required and assigned.

Administration

- Provides leadership, management, and direction to all department functional areas.
- Provides a vision for and leads the development of department goals and objectives, policies, procedures, capital and maintenance programs, and intergovernmental agreements.
- Ensures that all department programs and activities align with Village priorities and goals.
- Directs the development of the Public Works budget and provides for the review and monitoring of department expenditures, projections, and performance measures.
- Develop, maintain, and implement a comprehensive Capital Improvement Plan (CIP); taking into considering the schedule of replacements, replacement type, maintenance, of infrastructure, equipment, and assets when considering projects.
- Coordinate refuse & recycling grants, DNR grants and programs, and the Tree City program.
- Inspects work sites as needed to ensure satisfactory work performance and site safety.
- Assist the Village Administrator in the recruitment and evaluation of department personnel.
- Coordinate with Police and the Fire & EMS District on emergency management responses.
- Works closely with the Village Engineer to manage all phases of infrastructure projects.

- Develop, implement and monitor professional services and construction contracts.
- Attend meetings with consultants, developers, contractors, and other staff as necessary.
- Respond to public and inter-departmental inquiries and complaints in a timely manner.

Regulatory Compliance

- Develop and submit reports required by regulatory entities.
- Oversee the environmental review procedures to ensure timely procedural compliance.
- Maintain direct and close supervision of the water and sewer system operation through Supervisory Control and Data Acquisition (SCADA) automated computer operation control system and monitors for all federal and state drinking water regulations.
- Collect and disseminate environmental information to the public, organizations, and agencies.
- Supervise and maintain regulatory documentation, files, reports, records, and information required by regulatory entities.
- Collect and assemble data and information.
- Coordinate collection of water samples for required water quality monitoring and reporting.
- Perform field inspections for compliance with environmental regulations and investigate potential environmental issues/concerns.
- Promote public environmental awareness and education.
- Evaluate and update environmental programs and standard operating procedures in order to comply with applicable rules and regulations.
- Create and revise applicable ordinances to meet regulatory requirements.
- Serve as the Village's liaison for regulatory-based committees.

Leadership

- Maintains a record of required staff certifications and recommends training and continuing education credit opportunities.
- Trains staff as appropriate in work and safety procedures and in the operation of equipment and tools.
- Prioritizes the need for maintenance work. Effectively and courteously works with the public to resolve questions, concerns, and problems.
- Participate in developing and implementing Department goals, objectives, policies, and priorities.
- Recommends appropriate service and staffing levels.
- Administers policies and procedures.
- Assists with preparing the State of Wisconsin reporting requirements and applications.
- This position includes on-call responsibilities.

Skills, Knowledge, and Abilities

- Knowledge of methods, materials, equipment, principles, and practices of municipal street activities, including snow removal, pavement maintenance, sign management and MUTCD, storm water regulatory compliance, and right-of-way management.
- Knowledge of principles and practices of fleet management, including vehicle and equipment maintenance, replacement schedules, and purchasing.
- Knowledge of construction zone traffic control and safety practices and procedures for performing maintenance, repair, and construction activities.
- Knowledge of State and Federal commercial driving regulations and standards.

- Knowledge of conflict management.
- Knowledge of and the ability to use computers, tablets, and other devices to perform job functions; including Microsoft products and GIS-based programs.
- Ability to effectively supervise, assign, and monitor work, train, and evaluate staff.
- Ability to safely operate all manners of required light and heavy machinery in the exercise of duties: dump/plow trucks, skid steer, sewer jetter, vac truck, brush chipper, street sweeper, jackhammer, small hand tools, and others as required.
- Ability to work in adverse conditions and in emergency situations.
- Ability to work more than 40 hours per week.
- Good oral and written communication skills.

Education and Experience

Associates degree in Civil or Environmental Engineering, Construction Management, or a closely related field from an accredited university is required. A minimum of five (5) years' experience in public works management/construction management, with three (3) years supervisory experience; or an equivalent combination of education and experience to effectively manage the Public Works Department.

Municipal Waterworks Operator Certification in Groundwater and Distribution or ability to attain within twelve (12) months of employment.

Municipal Wastewater Operator Certification – – Subclass A1: Suspended Growth Processes, Subclass B: Solids Separation, Subclass C: Biological Solids/Sludges, Subclass P: Total Phosphorus, Subclass D: Disinfection, Subclass L: Laboratory, Subclass SS: Sanitary Sewage Collection Systems or ability to attain within eighteen (18) months of employment.

Wisconsin Commercial Driver's License (CDL) Class B or ability to attain within 12 months of employment.

Physical Demands

This position requires the ability to engage in strenuous physical activity for several hours at a time. Employees in this position must be able to work outside in cold, hot, or inclement weather. Must be able to move about freely at facilities and field work sites; bend or stoop, squat for a period of time, twist, push or pull, reach above shoulder level, and climb ladders. Must be able to finger, handle and feel objects, and visually inspect work for flaws at close range and long range. Must be able to lift/move fifty (50) pounds regularly and up to over one hundred (100) pounds occasionally. Residency within 30 minutes of Village limits required.

Other

This position description has been prepared to assist in defining the position, its essential duties and responsibilities, the management style and personal traits, minimum education and experience requirements, physical demands, and qualifications. It is not intended as a complete list of duties, responsibilities, knowledge and ability requirements, physical demands, and qualifications. This position description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of the employee under supervision. The Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document, as it deems necessary.

The Village of Belleville is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.