



PUBLIC WORKS UTILITY DIRECTOR BELLEVILLE, WISCONSIN

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THE POSITION IN BRIEF

The Public Works and Utilities Director is a direct report to the Village Administrator and an integral part of the leadership team for Belleville, WI. The Director is considered a "working" director as they are expected to perform tasks in the field as well as be an active participant in snow removal and utility operations. The Director is responsible for all day-to-day operations and supervision of all public works and parks department field staff and projects.

THE COMMUNITY

The Village of Belleville, incorporated in 1892, is a beautiful community on the rise located in southwestern Dane County and north central Green County. The Sugar River runs through the center of the Village creating Lake Belle View which is home to Community Park. The Village is a growing community with many opportunities for recreation including hiking, kayaking, biking and various winter sports as well.

Belleville, and the surrounding Dane/Green County area, provide many opportunities to enjoy world-class art, culture, sports, and entertainment. The area abounds with exceptional venues and options.

Local events and celebrations in Belleville, including Bamfest, a two day blues festival, UFO day festival and a Community Picnic.

A SNAPSHOT OF BELLEVILLE'S DEMOGRAPHICS AND AMENITIES:

- Population – **2,491** (2020 census)
- Median age of **35** years old
- Median household income **\$84,474**
- Median value of an Belleville home **\$391,000**
- The **Belleville School District** serves the community. There is currently a K-5 elementary school, a middle school and high school, and one administrative office building in Belleville. The district also offers a 4K program at three locations. Private and parochial school choices can also be found in Belleville and neighboring communities
- Served by a **municipal ground water system** and Village owned and operated sewage treatment facility
- Belleville is located just **30 minutes** from Madison, WI and all of its entertainment and public services
- Belleville encompasses **1.81 square miles**, of which include .22 square miles of water including lake Belle View and the Sugar River
- New full service **public library**

VILLAGE GOVERNMENT IN BELLEVILLE

The legislative body of the Village is the Village Board which consists of six Village Trustees elected at large and a Village President is elected separately. The Village Board sets the policies of the Village. The Board and the Village staff have an established culture of professionalism and respect for each other's role in the organization. The Village Administrator has the responsibility of administering the day-to-day operations of the Village and executing the policy decisions of the Village Board. All Village departments report to the Village Administrator except for those defined by state statutes to report to another individual or entity.

Belleville is a full-service municipality, including Police, Volunteer Fire/EMS, Public Works (streets, parks, and forestry), Water & Sewer and Library. The Village has 19 full-time employees and an additional 13 part-time employees.

PUBLIC WORKS/UTILITIES IN BELLEVILLE

The Public Works Utilities Director will have four major areas of responsibility:

1. **Public Works:** This involves overseeing, reviewing, and managing the current public infrastructure including storm water and 13 miles of streets. There are currently approved 4 FTEs and seasonals.
2. **Municipal Water System:** The Village currently has three wells and one 300,000-gallon storage facility.
3. **Sewer Facilities:** There are currently 1300 sanitary sewer customers which are served by a Village owned and operated sewage treatment plant.
4. **Parks:** This position is responsible for all of the maintenance of the Village's parks and municipal grounds.

The Director and Department staff will work together, as this is a field and an administrative position, to perform all of the various maintenance and operational functions for the department. This will include all water and sewer related testing and reporting required by the state and county governments. They will be responsible for managing and creation of operation and capital budgets with the assistance of the Village Administrator.





CHALLENGES AND OPPORTUNITIES

The Village of Belleville is starting a period of growth and development which creates both challenges and opportunities. The challenge lies in maintaining existing services while accommodating for the additional facilities necessary, while the opportunities lie in being able to have additional potential revenue for maintaining and enhancing the existing systems. The new director will also have the opportunity to shape the future of public works through working with the administrator on developing a long-range capital plan coupled with a facilities survey of assets.

THE IDEAL CANDIDATE

Belleville is seeking an experienced candidate with public works experience that includes working with a municipal water and sewer system and desire to learn. Candidates will be expected to work with leadership throughout the Village organization to provide the best services for the Village. The following factors of education, experience, and demeanor have been identified as necessary and/or desirable for the Public Works/Utilities Director to succeed in this position.

EDUCATION AND EXPERIENCE

All candidates should have the following qualifications or equivalents of experience.

- Associates Degree in civil or environmental engineering, construction management or other closely related field.
- CDL-B or the ability to obtain one in 12 months
- Five years' experience in public works or related field with at least three years of supervision.
- Experience in directing activities involving public works projects including sewer and water facilities.
- Construction experience including supervising larger contracts.
- Ability to keep accurate records and reports for operations and projects.
- Be able to perform various tasks in the field such as carpentry, masonry, and general landscaping.
- Exhibit a sincere willingness to adhere to and express the Village's core organizational values.
- The ability to interpret and ensure compliance with applicable Federal, State, and local policies, rules, laws, and regulations with an emphasis on sewer and water operations.
- The ability to be an advocate for the Village of Belleville in all matters surrounding economic development, community assets, and quality of life amenities.

MANAGEMENT STYLE/PERSONAL TRAITS

- Have personal and professional integrity and trustworthiness, inspiring the confidence of appointed and Elected Officials, direct and indirect reports, fellow Village staff, and the general public.
- Be able to be organized and thorough in all aspects of the job.
- Project a genuinely friendly, approachable style that encourages collaboration and the development of effective working relationships.
- Take a proactive and forward-thinking approach to your staff's development and training with an emphasis on safety.
- Have the ability to communicate effectively not only with staff but with the public and elected officials.
- Exhibit a communication style marked by being candid, direct, tactful, and diplomatic, coupled with a consistently positive and energetic demeanor. Be "easily accessible" and approachable to all within the organization and other stakeholders.
- Demonstrate commitment to encouraging creativity, responsibility and accountability in an environment that values a collaborative approach and embraces a setting where employees feel valued.



COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

The starting salary is \$71,000 to \$82,500 +/- DOQ, plus an excellent benefit package. The Village is part of the Wisconsin Retirement System.

The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and report strong interdepartmental relations. The Village organization strives to be a workplace of choice, and staff possesses a high-output work ethic.

HOW TO APPLY

Candidates should apply by April 5th, 2024 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of David De Angelis, Senior Vice-President at GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The Village of Belleville is an Equal Opportunity Employer.



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