

TITLE OF POSITION: Public Works Director
REPORTS TO: Town Administrator
HOURS: Full-time, FLSA exempt
PAY: \$70,000-\$85,000 annual salary DOQ

POSITION OVERVIEW:

Under the direction of the Town Administrator, the Public Works Director performs duties necessary to manage the daily operations of town public works to ensure the proper planning, development, and maintenance of roadways, drainage, parks, traffic devices, facilities, easements and rights-of-way.

This management position includes significant administrative work, limited in-field work, and oversight of staff and contracted vendors as required. Requires knowledge of project planning and implementation, development, budgeting, capital planning, documentation of maintenance requirements, federal and state laws and regulations, municipal code compliance, and the ability to provide excellent customer service. This position supervises one (1) part-time parks/maintenance person and requires an employee that is self-motivated with good communication skills and uses a high degree of independent judgement with the ability to make appropriate decisions regarding priorities of the department and its operations.

Full-time exempt position. 40 hours per week generally including Town Hall regular hours of 9:00 a.m.-5:00 p.m. Monday-Thursday and 9:00 a.m.-1:00 p.m. Friday. Regular attendance at Town Board and Planning Commission meetings as well as occasional evenings and weekends. This position allows for flexible scheduling depending on season/duties being performed.

DUTIES & RESPONSIBILITIES:

40% Planning/Administrative:

1. Work with the Town Administrator, Board, Planning Commission and Engineer to prepare proposals, plans and designs for various construction and reconstruction projects such as roads, storm sewer/ditches, drainage facilities, parks and other public improvement projects.
2. Prepares written reports and memos for the Town Board regular meetings, including progress reports, approval requests and other agenda items and needed. Attends public meetings to give and receive information.
3. Prepare and submit public works and parks capital improvement projects, equipment, maintenance and operating budget proposal to the Town Administrator annually for review and consideration by the Town Board.
4. Represents the Town and the Public Works Department at public meetings and with other entities and organizations.
5. Conducts a variety of organizational studies; recommends modifications to assigned programs, policies, ordinances and procedures as appropriate.
6. Develop, maintain and regularly update the road plan.
7. Seeks grants for departmental activities, writes grant applications and performs proper follow-ups including cost tracking, reimbursement requests and reporting.
8. Work with the sanitary district, engineers, consultants, Winnebago County and other town contracted services to fulfill departmental operations and projects.

30% Public Works:

1. Develop, implement and manage right-of-way program and other town road and drainage permits as necessary.
2. Monitors the ditches and drainage easements to ensure they function properly and have not been compromised.
3. Communicates with Winnebago County Highway Department for applicable roadway, right-of-way, and drainage maintenance.
4. Works with the Winnebago County Highway Department and private snow removal companies to ensure roads are plowed in a timely manner.
5. Conducts the Town's annual Pavement Surface Evaluation and Rating (PASER) road assessment.
6. Manage maintenance of town parks, bridges and trails including coordination of tree and brush removal, mowing, playground equipment and recreation facilities.
7. Manage maintenance of town owned buildings and facilities including Town Hall.
8. Maintains complete and accurate records of maintenance and work completed within the Town.
9. Performs oversight of public works construction and maintenance projects including on-site inspections.

20% Concerns/Code Enforcement:

1. Takes a proactive role for code enforcement within the Town. Actively monitors and identifies issues relating to mowing/weeds, roadways, signage, stormwater drainage and easements, culverts, and right-of-way. Works with property owners and contractors to rectify issues when they occur.
2. Understands and applies the necessary Town and County ordinance(s) when addressing citizen concerns and assists property owners and residents in finding applicable resources to mitigate their problem.
3. Bring public concerns to the prompt attention of the Administrator as necessary. Works with Town Administrator, Planning Commission and Town Board on ordinance revisions to be responsive and adapt to the community's development and needs.

5% SUPERVISION:

1. Coordinate activities and supervise public works and parks personnel.
2. Perform annual employee reviews.

5% OTHER:

1. Other duties as assigned.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

1. Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer.
2. Perform moderate lifting and carrying, walking or standing for prolonged periods of time; occasional bending, stooping, kneeling, and climbing while performing some job duties.
3. Some fieldwork will be performed outdoors and will require the operation of a vehicle.

REQUIRED QUALIFICATIONS:

1. High school diploma or equivalent, and a combination of training and experience that provides the required knowledge, skills and abilities necessary to perform the duties within this position.
2. Knowledge and experience in road construction, maintenance, and repair.
3. Knowledge and experience in general mechanics and the maintenance of equipment, property and structures.
4. Proficient with computer systems and programs including Microsoft Word, Excel and Outlook.
5. Ability to effectively communicate with town residents, contracted service providers, and city and county staff.
6. Ability to work in all outside weather conditions and to safely negotiate all types of terrain, soil conditions, rough and uneven ground, icy conditions and other land impediments.
7. Ability to exercise independent judgement and proper discretion.
8. Possess a valid driver's license.

PREFERRED QUALIFICATIONS:

1. Experience with surveying, grade staking, blueprints and/or GIS.
2. Experience with administering permitting programs, workflows and/or software.
3. Knowledge and experience with storm water management and MS4 permitting.

EXPECTATIONS:

1. Perform the duties and responsibilities in a professional manner, being courteous and positive when representing the Town of Algoma.
2. Promote the good of the Town of Algoma above personal or professional gain.
3. Accuracy and attention to detail at all times.
4. The position provides for relative flexibility in work schedule in coordination with the Town Administrator. It is expected that candidate be dependable and flexible themselves.
5. Able to maintain discretion and retain confidential information.

TO APPLY:

The following documents must be submitted for a complete application:

1. Cover letter
2. Resume
3. At least 3 professional references
4. *Town Application
 - a. Download, print, and complete the Employment Application found at this link:
<https://townofalgoma.org/job-openings/>

**May refer to resume for employment history and/or references on the application form.*

Submit materials by email to townadministrator@townofalgoma.org or mail to/drop off at:

Town of Algoma
ATTN: Town Administrator
15 N. Oakwood Road
Oshkosh, WI 54904

**Application review will begin on January 7, 2025 and will remain open until position is filled.
The estimated start date is March 1, 2025.**

This job description has been prepared to assist in defining job responsibilities. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the Town Administrator to assign, direct and control the work of employees under supervision. The Town of Algoma retains and reserves any and all rights to change, modify, amend, add or delete or alter any section of this document as it deems, in its judgement, to be proper. The position is an at-will employee of the Town of Algoma.

ADA and WFEA: The Town of Algoma, Winnebago County, Wisconsin will make all reasonable accommodations in compliance with Federal Americans with Disabilities Act and Wisconsin Fair Employment Act guidelines.

Position Description Updated: December 5, 2024