

# **VILLAGE OF CALEDONIA**

## **PUBLIC WORKS DIRECTOR**

### **BASIC FUNCTION**

To manage and direct day to day operations and activities of the Village of Caledonia's Highway Department, Engineering Department, Parks Department and Joint Parks Department.

### **ESSENTIAL JOB FUNCTIONS**

- Plan, organize, supervise, and direct the operations of the Engineering Department, the Highway Department, Parks Department and the Joint Parks Department.
- Design and plan engineering studies, cost estimates, draft plans and specifications for proposed road and other engineering projects, as assigned. This task includes working with contractors and consultants as necessary.
- Review, supervise and approve plans, surveys, specifications, the issuance of various permits, and all other work prepared by staff.
- Coordinate and provide engineering insight as necessary to the various water, sanitary sewer and storm water commission. This includes coordination with the City of Racine and surrounding Public Works Departments as necessary.
- Supervise and provide direction to the Engineering Technicians, to include engineering expertise, input into the hiring, discipline, and performance evaluation processes.
- Review new residential, commercial, industrial, and institutional developments for conformance with Village Ordinances. The Public Works Director is expected to supply reports to the Village Board as needed.
- Develop design criteria, standards, and specifications for roads. Evaluate issues and options regarding municipal public works in conjunction with the Plan Commission and the Public Works Committee.
- Evaluate, administer and interpret contract and specification requirements of various construction projects for compliance with Village Ordinances and acceptable standards.
- Coordinate the development of construction plans with other Village Departments, utility companies, contractors, etc., and make periodic field inspections of construction activities.
- Attend various public meetings such as Plan Commission, Public Works Committee, and Village Board.

- Investigate citizen requests and complaints pertaining to engineering projects, drainage and Right of Way issues and provide such information to citizens, developers, builders, consultants, utility companies, etc., in a timely, professional and respectful manner.
- Maintain files and records for engineering projects, including subdivision plat maps, certified survey maps, plans, specifications, and as built drawings.
- Oversee the Parks and Joint Parks Departments to include but not limited to all park areas, buildings, ball diamonds and fields, recreation programs, as well as the repairs, maintenance and inspections on all park equipment, park areas, buildings, ball diamonds and fields.
- Prepare and submit annual departmental budget to the Village Administrator.
- Prepare forms and reports for submission to the Village Board, Village Administrator, and Wisconsin Department of Transportation and other departments and agencies, as required.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- Other duties that may be assigned by the Village Administrator.

#### **SUPERVISION RECEIVED**

- Receives daily direction, priority directives and policy directions from the Village Administrator.

#### **QUALIFICATIONS:**

- A Bachelor's Degree in Civil Engineering or related major from an accredited College or University required.
- Professional Engineer (PE) License issued by the State of WI required
- Must possess a minimum of 5 years of engineering work experience in municipal construction and design projects and supervisory experience.
- Extensive knowledge of standards, specifications, methods and modern principles and practices of Civil Engineering.
- Extensive knowledge of design, construction and maintenance of capital improvement projects.
- Knowledge of municipal and regional planning and zoning principles and the methods employed in conducting engineering research.

- Excellent oral and written communication skills.
- An equivalent combination of training and experience from which comparable knowledge, skills, and abilities can be obtained, may be substituted for educational experience, depending on applicability.
- Possess and maintain a valid driver's license.

### **PHYSICAL ABILITIES AND CHARACTERISTICS:**

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground surfaces as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions.

### **SELECTION GUIDELINES:**

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, 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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9/1/2017