

VILLAGE OF KIMBERLY

DEPUTY DIRECTOR OF PUBLIC WORKS

Approximate number of employees in classification with the same title: 1

Department: Public Works Location: 426 W. Kimberly Avenue

Reports to: Administrator Supervises: Public Works, Facilities and Maintenance Staff

Pay Grade: M – Full Time Exempt Workweek: Monday – Friday

Background Check: Yes Medical Physical: Yes FLSA Classification: Exempt

PURPOSE OF POSITION:

The Deputy Director of Public Works assists the Director of Public Works in managing and overseeing the Public Works Department. This position is responsible for administrative duties in managing, planning and directing the activities of the Public Works Department, including the sanitary sewer and storm sewer utilities. Public Works operations include street, sanitary/storm sewer, snow/ice control, refuse collection and urban forestry. Coordinates and plans work with maintenance foreman and streets lead. Responsible for making recommendations and completing analysis regarding the budgeting and coordination of the capital improvement program for facilities, streets, water, and sewers. This position works under the general direction of the Village Administrator/Director of Public Works and is expected to carry out most duties independently.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Budgets and Reporting: Assist Administrator/Director of Public Works in preparing the Public Works budgets. Analyzes productivity, prepares operational reports, forecasts user trends, reviews financial reports and prepares yearly operating budget. Recommends 5-year Capital Improvement Plan for equipment, streets, sewers, and maintenance. Studies and analyzes the effectiveness of the Public Works services. Creates and presents periodic reports to the Administrator and Village Board. Creates and submits required reports to the County, State and Department of Natural Resources. Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods and procedures.

Streets and Right-Of-Way: Works with Engineer to promote optimization of infrastructure work. Works with Engineer to analyze and problem solve infrastructure challenges. Recommends priorities regarding road maintenance, repairs and replacement to the Administrator/Director of Public Works.

Safety Coordination: Schedules training for all Village employees in the operation and maintenance of equipment and processes. Coordinates and performs monthly and annual safety training opportunities. Maintains safety records of incidents. Monitors all operations staff for compliance of safety regulations. Provides follow-up and documentation to non-compliance issues. Manages and analyzes risk for the Village in close coordination with CVMIC (Cities, Village and Municipalities' Insurance Company).

Facilities and Maintenance: Works with the Maintenance Foreman to develop and plan the Village's Facilities work plans for all facilities and structures. Develop policy recommendations for facility maintenance. Assist in coordinating the shared equipment with other departments. Prepares the budget and capital planning recommendations with the Maintenance Foreman for the Director to

review and analyze. Assists and coordinates with the Maintenance Foreman and Mechanic to inventory and log all equipment, property and assets.

Team Management: Evaluates employee performance, counsels employees, and effectively discusses employee performance with the Administrator/Director of Public Works. Participates in hiring seasonal staff to accomplish objectives. Trains staff as appropriate in work and safety procedures and in the operation of equipment and tools. Oversees and evaluates work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications. Reviews and approves time-keeping and employee time-off.

Miscellaneous Duties: Reviews requests for information and complaints from the public regarding public works and right of way matters. Recommends priority of problem and need for work. Effectively and courteously works with the public to resolve questions, concerns and problems. Participates in development and implementation of goals, objectives, policies and priorities. Recommends appropriate service and staffing levels. Administers policies and procedures. Attends Village Board meetings as required. Performs other duties as assigned.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to sit, stand, walk, and use both hands to touch, grasp and feel. The employee must regularly lift and/or move items up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.

The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on occasion. The noise level in the office is moderate, when directing or working with crews the noise level will be higher whenever heavy equipment is being utilized. This position has duty responsibility on weekends, holidays, 24/7 as scheduled/required.

WORKING CONDITIONS WHILE PERFORMING THE ESSENTIAL FUNCTIONS:

80% of the time is spent inside, 20% of the time is spent outside.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Equipment includes: basic office equipment, telephone, computer, printer, calculator, copier, typewriter, fax machine.

MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:

Education and Experience: Associate's Degree in Civil Engineering, Fleet Management, Business or Public Administration or closely related field or an equivalent combination of experience and education sufficient to perform the essential functions of the job. Five years of progressively responsible experience in management and supervisory practices, including some lead supervisory experience. Must possess a valid Wisconsin Driver's License. Commercial Driver's License required, or the ability to obtain within 1 year of hire.

Knowledge, Skills and Abilities: Demonstrates knowledge of proper operation of all department equipment, including but not limited to trucks, front end loaders, plows, rollers and pumps. Exercises good judgement to make decisions and direct the daily work assignments. Be dependable and communicate effectively with staff and the public. Awareness of occupational hazards and necessary safety precautions. Possess computer knowledge; ability to add, subtract, multiply divide, and calculate percentages, fractions and decimals; interpret statistical data. Ability to operate computer terminal and Microsoft Office products including Outlook, Word and Excel. Demonstrates knowledge of budgeting, planning and effective management of fiscal resources.

Knowledge of principles and practices of municipal street construction and maintenance activities including snow removal, pavement maintenance, sign management, MUTCD 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. Knowledge of State and Federal commercial driving regulations and standards.

This position must also have the ability to work with the public in a positive manner; ability to apply situational reasoning by exercising good judgement, decisiveness and creativity in complex situations when dealing in a possible confrontational environment. Ability and knowledge to deal effectively with the public in a courteous and tactful manner.

Ability to work independently with organizational and multitasking skills. Ability to effectively communicate in both written and verbal form and work with superiors, subordinates and the general public on all related matters concerning the Village. Written skills include the ability to communicate with staff, elected officials and residents. Verbal skills include the ability to direct all employees under this individual's direct supervision and all other employees as required including the general public.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

UPDATED 8/12/2024