

**VILLAGE OF BROOKLYN
DIRECTOR OF PUBLIC WORKS
POSITION DESCRIPTION**

Purpose of Position:

Serves as a department head to ensure effective, efficient, and responsible management of Public Works operations and services for the Village. These operations include the water and sewer utilities; maintenance and construction of sanitary and/or storm sewers; street reconstruction and/or maintenance; care and maintenance of public buildings and grounds, parks, cemetery; services such as snow and ice removal, trash/recycling collection, engineering and all other activities of the Public Works Department. The work involves planning and coordinating the programs and services of the department, formulating the departmental goals, both short and long-range, preparing the departmental budgets and establishing standard operating procedures and policies for the department.

The Director of Public Works functions as part of a management team with other department heads and the Village President.

Supervision Received:

Performs under general policy direction from the Village Board as well as the Public Works Committee with administrative direction from the Village President, but exercises considerable independent judgment in determining work priorities and the technical/operational objectives and the practices of the department.

DESCRIPTION OF WORK

Essential Duties and Responsibilities:

The following provides an overview of duties related to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, supervises and manages all aspects of public works and utilities departments.
- Supervise public works employees, including water, sewer, general public works and seasonal personnel.
- Responsible for the preparation of the department's operating budget for public works, water and sewer funds and capital project funds.
- Prepares long-range plans and recommends priorities for construction, reconstruction, and maintenance of streets, sidewalks, storm sewers and storm water management projects, sanitary sewer and wastewater system, water supply and distribution systems and Village-owned facilities.
- Updates the public works section of the five-year capital improvement plan and the public works section of the emergency preparedness plan annually.
- Monitors the expenditures of the approved annual budgets for operating, capital projects and capital improvement plan to assure effective use of budgeted funds, personnel, materials, facilities and time.
- Recommends public policy, service levels and municipal ordinances related to public works to the Village Board.
- Establishes and enforces internal rules, policies, work methods and procedures.
- Participates in the selection and hiring, directs the training and evaluates the performance of public works employees. The Village Board retains the power to discipline employees; however, employee discipline will be conducted in collaboration with the Personnel Committee and the Director.
- Directs the day-to-day operations of the department, utilities, scheduling of personnel, equipment and other related tasks.
- Directs purchasing for public works and utilities which can include obtaining quotes or bids, defining specifications and other related items.
- Manages all village parks, park facilities and equipment as well as the cemetery.

- Responsible for the recycling program, energy conservation and other sustainable activities to enhance the Village's protection of its natural landscape.
- Monitor and manage utility and street improvements, including maintenance, street cleaning, striping, etc., by performing field inspections of these projects.
- Processes citizen inquiries or complaints relating to public services and responds to requests for services.
- Coordinates the participation of Public Works employees in the drug and alcohol testing program for CDL drivers in cooperation with the Clerk/Treasurer.
- Reviews new buildings, subdivision plats and preliminary plats, commenting as requested by the Planning and Zoning Commission.
- Monitor developments within the Village (both public and private), work with and monitor contractors, and assist Village Engineer in the development process, attending necessary pre-construction conferences and in-field meetings.
- Represents the department on matters requiring inter-departmental and inter-agency coordination.
- Administers contracts or Village projects by directing and/or coordinating with the engineers or other consultants, in the planning, design and inspections of the project(s).
- Maintains records for all construction projects (public works, parks and utilities).
- Manages the safe operations of all department operations in accordance with Department of Commerce regulations and implements safety policies and procedures for Public Works employees.
- Works with the village engineer on the Village's Geographic Information System (GIS).
- Responsible for the timely submission of all Department of Natural Resources required testing and reports for the wastewater treatment facility and water utility.
- Prepares the annual Hazardous Chemical Reports for the State Emergency Response Board.
- Maintains the Village's PASER program.
- Maintains appropriate knowledge of public works through attendance at seminars, meetings, and review of appropriate technical journals.
- Maintains all licenses necessary to operate water and wastewater treatment facilities operated by the Village.
- Serves as staff liaison to other local agencies regarding capital projects, public works improvements and design.
- Coordinates the activities of the department with all other Village departments
- Attends Village Board, Public Works Committee and other meetings as necessary.
- Assists in the preparation of Public Works Committee meeting agendas.
- Performs other related duties as required.

Desired Training and Experience Required to Perform Essential Job Functions:

Professional public works experience, some of which shall have been in the field of municipal and public works management, including supervisory experience. The position requires a valid CDL operator's license with a minimum Class B Endorsement to be maintained at all times. The following certifications are required within six months of hire; Wastewater, Water- Distribution and Groundwater; as well as certification to administer a Department of Commerce approved safety program.

Essential Knowledge, Skills and Abilities:

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Requires the ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as water sample reports, invoices, constructions plans, drawings, flow charts, maps, equipment and operations manuals, financial statements, statutes, procedures and non-routine correspondence.
- Requires the ability to perform mathematical operations with fractions, percentages and decimals; compute discount, interest, ratios and proportion; calculate surface areas, volumes, weights and measures.
- Requires the ability to use GIS applications and data management as well as use computer software programs and other technological resources as available.
- Requires the ability to communicate effectively and appropriately, orally and in writing; and establish and maintain courteous, tactful, and effective relationships with the general public, Village Board, Committees, Village employees, vendors/suppliers, consultants and contractors; as well as state and federal agencies.

Judgment and Situational Reasoning Abilities:

- Requires the ability to apply principles of supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the directions, control and planning of an entire program or multiple programs.

Physical Requirements:

- Requires the ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment on equipment, machinery and tools used in performing essential functions. Examples include but are not limited to: generators, pumps, compressors and sewer jettors.
- Tasks involve the ability to exert physical effort which may involve lifting, carrying, pushing and pulling of objects weighing seventy pounds.
- Requires the ability to operate different vehicles and pieces of equipment effectively. Examples include but are not limited to: snow plows, front end loaders, skid steers and patrol trucks.
- Requires the ability to recognize and identify similarities or differences between characteristics of color, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability:

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as strong odors, chemicals, noise, machinery, temperature/climate changes and/or electrical currents can cause discomfort and where there is a risk of injury.

Notes:

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. The job description does not constitute an employment agreement between the employer and employee and 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, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job-related tests and a physical examination with drug screen will be required.

The Village of Brooklyn 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 prospective employees to discuss potential accommodations with the employer.

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