

Public Works Director/Administrator

The Public Works Director/Administrator will help in providing the Village with a more efficient, effective and responsible government under the direction of the Village President and Village Board.

The PWD/A will serve the Village and shall be responsible to the Village President and Village Board for the daily administration of all business affairs of the Village, with the powers and duties as follows. (This section, however, shall not preclude the Village Board from establishing other employment terms and conditions not inconsistent with the provisions of this article or the Code of the Village of Fall Creek).



Public Works Director Job Description:

The public works director is responsible for all personnel within the public works department who provide the day-to-day maintenance of the village's infrastructure such as water supply and wastewater treatment operations, sanitation, street maintenance, village water, storm and sanitary sewer operations, and emergency response for snow, ice, flood and severe weather mitigation. This position will have management knowledge and experience in similar government or city/village service positions.

Public Works Director Job Duties and Responsibilities:

A public works director is responsible for various administrative and managerial duties, oversees the physical facilities of a local community or area and works under the supervision of the village president and village board. One of the essential duties of a public works director is the ability to create and plan long-term programs that will develop the growth of the community. In addition, is also responsible for analyzing and assessing proposals of the public work staff. After evaluating the target proposals, a public works director should then present the top plans to designated department heads for consideration, then execution/supervision to direct his staff to work on the chosen projects.

A public works director is also responsible for evaluating the projects in accordance to the given budget. Aside from that, it is the responsibility of a public works director to evaluate his/her staff based on the department's requirement and criteria. Throughout the project, they will always monitor the working progress of their staff and other employees; thus create an alternative plan if employees received a low evaluation grade from upper management. Public works director may also have an initiative in conducting performance reviews, hiring new employees, and handling termination. Developing the protocol for hiring outside vendors is also one of the essential duties of a public works director. To proceed with the work, a public works director could create bid specifications and recommend specific vendors for the particular projects. It is the responsibility of the public works director to ensure that all works are completed successfully by contractors, vendors, and other public staff member.

He/she is also required to attend public events and on-site works as requested by the Village President and Village Board. A public works director often works during regular business hours unless there are special events or major issues with public services that require extending the working hours. A public works director also monitors the activities of various sub-departments within the public works sector.

These sub-departments include:

- Maintenance (also known as "Facilities")
- Engineering
- Utilities, Water and Sewer
- Code Enforcement

Public Works Director Skills:

- Knowledge in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in water and wastewater operations
- Knowledge in principles of budget preparation and expenditure control.
- Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge in Principles of Effective Management Skills.
- Ability to analyze, evaluate, and implement municipal public works, solid waste and water programs/projects.
- Strong communication skills.
- Knowledge in safe work practices.
- Ability to plan, organize and direct the work of public works and personnel.
- Ability to analyze organizational and administrative problems, recommends alternative courses of action, and provides leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports.
- Maintain strong relationships with the village officials, employees, contractors, the general public, and representatives of other agencies.
- Experience in evaluating and training staff.

Village Administrator job description and responsibilities:

- Carry out directives of the Village President and Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein.
- Be responsible for the administration of all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meeting minutes and state statutes.
- Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of Village government according to current practices in local government, not inconsistent with directives of the Village President and Village Board.
- Keep information concerning current federal, state, and county legislation and administrative rules affecting the Village and submit appropriate reports and recommendations thereon to the Village President and Village Board.
- Keep informed concerning the availability of federal, state and county funds for local programs; assist department heads, the Village President and Village Board in obtaining these funds under the direction of the Village President and Village Board.
- Represent the Village in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Village President and Village Board.
- Act as public information officer for the Village with the responsibility of assuring that the news media are kept informed about the operations of the Village and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- Promote the economic well-being and growth of the Village through public and private sector cooperation.

Village Administrator responsibilities to the Village President and Village Board:

- Attend all regular and special meetings of the Village Board, assisting the Village Board as required in the performance of its duties.
- In cooperation with the Village President, Village Board and the Clerk-Treasurer, ensure that appropriate agendas are prepared to all meetings of the Village Board, all Village Board committees, and all other appropriate committees and commissions of the Village, together with such supporting material as may be required; with nothing herein being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Village Board, or any of its committees and commission.
- Assist in the preparation of ordinances and resolutions as requested by the Village President and Village Board.
- Keep the Village President and Village Board regularly informed about the activities of the Administrator's office by oral and written reports at regular and special meetings of the Village Board.
- A village administrator also monitors the activities of various sub-departments within the village departments sector. These sub-departments include:
 - Public Works
 - Clerk-Treasurer's office
 - Police Department

Village Administrator responsibilities for personnel:

- Be responsible for the administrative direction and coordination of all employees of the Village according to the established organization procedures.
- Recommend to the Village President and Village Board the promotion and, when necessary for the good of the Village, the suspension or termination of Village employees.
- Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions, for all Village employees are kept; develop and enforce high standards of performance by Village employees; assure that Village employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.
- Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.

Village Administrator responsibilities for budgeting and purchasing:

- Be responsible for the preparation of the annual Village budget, in accordance with guidelines as may be provided by the Village President and Village Board and in coordination with department heads, and pursuant to state statutes, for review and approval by the Village President and the Village Board.
- Administer the budget as adopted by the Village Board.
- Report regularly to the Village President and Village Board on the current fiscal position of the Village.
- Supervise the accounting system of the Village and ensure that the system employs methods in accordance with current professional accounting practices.

Public Works Director/Administrator Education, Training, & Certification

PWD/A should have management knowledge and experience in government, village service positions, similar or related experience. The applicant should also have five to seven years of experience.

Education and training requirements are as follows:

- **Education:** a bachelor's degree in public administration, engineering, or a related field and significant experience in public works and management.
- **Experience:** Must be a solid manager and a technical expert. Should have experience writing reports and giving presentations to groups. Much of the work done by public works/administration departments is projected, it is essential that a public works director/administrator has experience managing projects with large budgets, long time frames, and broad scope.
- **Certifications:**

Required:

1. Valid/current WI driver's license
2. CDL acquired within six months of employment
3. Water Operator Certifications – Grade 1 or Grade T
 - Distribution
 - Groundwater
4. Wastewater Operator Certifications – Basic
 - A1: Suspended Growth Processes
 - B: Solids Separation
 - C: Biological Solids/Sludges
 - D: Disinfection
 - SS: Sanitary Sewage Collection System (before September 2026)

Desired:

1. A project management professional certification is desirable.

In addition to education and other requirements, must possess the following skills and competencies

- **Excellent communication skills:** Ability to synthesize complex information about public works projects and financial data that can be understood by audiences that do not have the technical background to understand the finer details.
- **Project management:** Ability to plan, organize, and direct the work of various project personnel.
- **Written skills:** Ability to create and prepare clear, comprehensive written reports.
- **Networking:** Excel at maintaining strong relationships with village officials, employees, contractors, the general public, and representatives of other agencies.
- **Financial skills:** Knowledge in principles of budget preparation and expenditure control.