

**VILLAGE OF ALMENA**  
**POSITION DESCRIPTION**  
**Director of Public Works**

**Title: Director of Public Works [DPW]**  
**Department: Public Works**

**I. GENERAL PURPOSE**

To provide services for the citizens of the Village of Almena through service delivery, customer satisfaction and protection of village assets. Plans and directly supervises street repairs, maintenance and construction activities as well as park maintenance and improvements, does related work as required. The Director shall be primarily responsible for the daily maintenance of the physical plant of the Village of Almena Water and Wastewater Utilities. This position shall be permanent and full-time and shall hold the classification of Public Works Director. The Director provides for the efficient day-to-day operation of the Public Works Department and plans for the future welfare of the Village in related areas.

**II. REPORTING RELATIONSHIPS**

Reports directly to the Village Board as an entirety.

**III. REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

- ◆ Director must be certified in (Water) Distribution & Groundwater within one (1) year.
- ◆ Director must be certified in (Sewer) General, Disinfection, Phosphorus, and Ponds & Lagoons within three (3) years.
- ◆ Director must have current valid Wisconsin motor vehicle operator's license and commercial driver's license (CDL).
- ◆ Ability to direct the work of skilled and unskilled workers.
- ◆ Ability to get along with the public and co-workers: be in good physical health.
- ◆ Thorough knowledge of equipment used in water and wastewater repair, hazards involved and safety precautions to be taken.

**IV. DESCRIPTION OF DUTIES**

- ◆ The main function of the Public Works Director is to direct and oversee all public work to be performed in the Village of Almena.
- ◆ All employees in Utilities, Streets and Parks will be under the supervision of the Director.
- ◆ He/she will be responsible to the Village Board and report to the appropriate committee once each month or as requested.
- ◆ All work orders will be given to the Public Works Director.
- ◆ Director will order all supplies pertinent to the operation of Public Works.
- ◆ Responsible for the supervision of all work done to Village property.
- ◆ Responsible for the supervision of all aspects of street repair.
- ◆ Responsible for the supervision of all aspects of Village parks upkeep.
- ◆ Responsible for the supervision of all aspects of snow removal.
- ◆ Responsible for the inspection of major projects:
  - Water Main replacement or new installation.
  - Sewer Main replacement or new installation.
  - New construction of Village property.
- ◆ Must be able to use and work with transit.

- ◆ Responsible for getting prices for:
  - Major repairs.
  - Major projects not under engineer contract.
  - Budget planning.
- ◆ Responsible for presenting next year projects to Village Finance Committee for budgeting purposes.
- ◆ Required to attend monthly meetings including:
  - Public Utilities, Public Safety, Health & Welfare.
  - Streets & Parks, Ordinance, Village Property.
- ◆ Fill out and submit employee time sheets weekly.
- ◆ Maintain salt storage records as required by Wisconsin Department of Transportation.
- ◆ Wisconsin DOT Local Road Data report.

## V. WATER AND WASTEWATER DUTIES AND RESPONSIBILITIES

### Water System Requirements

- ◆ Oversee daily operation:
  - Usage
  - Testing
  - Static & Pump levels
- ◆ Test water meters.
- ◆ Repair broken water mains.
- ◆ Repair service lines and valves that are responsibility of the Village.
- ◆ Oversee installation of new water main and customer service lines.
- ◆ Maintain and flush hydrants, also keep records.
- ◆ Maintain of chlorine equipment and pumping equipment.
- ◆ Fill out monthly water report for DNR.
- ◆ Record water usage from hydrant flushing.
- ◆ Record materials used in service repairs.
- ◆ Keep current of new regulations being instituted.
- ◆ Submit monthly water samples. (2 per month)
- ◆ Maintain hours for water license as required by Wisconsin DNR.
- ◆ Replace navigation light on top of tower as required.
- ◆ Read water meters quarterly.
- ◆ Run stand-by-motor.
- ◆ Exercise water main valves yearly and keep records.
- ◆ Maintain Water Department inventory.
- ◆ Two (2) samples per week in distribution system for testing chlorine, polyphosphate.
- ◆ Water disconnects quarterly.

### Wastewater System Requirements

- ◆ Responsibility for daily operation of Wastewater Plant.
- ◆ Were down influent channels as needed.

- ◆ Maintenance of blowers, raw sewage pumps, and bar screen.
- ◆ Complete monthly DNR report.
- ◆ Collect all required wastewater samples.
- ◆ Keep current of new regulations being instituted.
- ◆ Clean wet wells as needed.
- ◆ Clean UV lights as needed.
- ◆ Clean sanitary sewer system piping (1/3 of system/year), or if plugging occurs.
- ◆ Hiring and overseeing hauling of sludge.
- ◆ Maintenance of all out buildings.
- ◆ Filing yearly C.M.A.R. report to DNR.
- ◆ File sludge report required by DNR. (Annual Sludge Characteristics) when needed.
- ◆ Maintain five (5) lift stations.
- ◆ Schedule yearly maintenance of back flow preventers as required by D.I.H.L.R.
- ◆ Miscellaneous reports required for Wastewater plant:
  - Wisconsin Emergency Management Facility Report.
  - CCR (Consumer Confidence Report)
  - Discharge Monitoring Report

## **VI. QUALIFICATIONS REQUIRED**

### **A. Education**

1. Possession of a high school diploma or GED is required.
2. Post high school educational degree or equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the job or a closely related field.

### **B. Experience**

Any equivalent combination of education and progressively responsible experience, with additional work experience including Public Works and/or Management skills or completion of the Certification for Public Works.

### **C. Necessary Knowledge, Skills and Abilities**

- ◆ Knowledgeable of state laws, municipal public works system.
- ◆ Ability to follow instructions, both oral and written.
- ◆ Skill in operation of listed tools and equipment.
- ◆ Ability to effectively meet and deal with the public; ability to handle stressful situations, present self in a professional manner and appearance.
- ◆ Ability to hold a flexible working schedule, travel for required meetings, training, seminars, and conferences in and out of town.
- ◆ Ability to perform mathematical computations accurately and quickly.
- ◆ Knowledge of vehicle and equipment maintenance/repair.
- ◆ Knowledge of occupational hazards, safe work practices, and environmental conditions.
- ◆ Knowledge of laws and regulations relating to the streets and parks to ensure compliance.
- ◆ Ability to supervise and evaluate employees.

- ◆ Ability plan, organize, and review the work of crews engaged in diversified public works projects and services under all weather conditions.
- ◆ Ability to communicate orally and in writing.
- ◆ Working knowledge of cell phones, Internet, Email, Microsoft Word, and Microsoft Excel.
- ◆ Ability to work with and maintain budgets of significant size and cost responsibility.
- ◆ Able to exert heavy physical effort in moderate to heavy work involving a combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- ◆ Ability to work under moderate unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical devices, traffic hazards, and dust may cause discomfort.
- ◆ Willingly conform to routine drug and alcohol testing.
- ◆ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- ◆ Able to provide daily communications to city staff and citizens regarding questions and/or concerns.
- ◆ Strong public relations skills.
- ◆ Valid CDL, Class B minimum.
- ◆ Applicant considered for this position must successfully pass a criminal background check.

#### **VII. SPECIAL REQUIREMENTS**

- ◆ Must be able to meet certification requirements annually.
- ◆ Certifications, Licenses and/or Registrations: Must be willing to obtain Aquatic Facility Operator Certification.
- ◆ Prefer a degree in Engineering or an equivalent combination of experience and training.

#### **VIII. TOOLS AND EQUIPMENT USED**

- ◆ Usage of a Windows PC on a daily basis including Microsoft Word, Excel, and Outlook.
- ◆ Internet usage including Barron County GIS
- ◆ Daily usage of equipment and tools.

#### **IX. PHYSICAL DEMANDS**

- ◆ Hearing and near and far vision is required 100% per shift, with standing, talking and setting each required about 50% per shift.
- ◆ Walking, climbing (using legs & feet), low to medium levels of lifting, low levels of pushing/pulling, low to medium levels of handling and low to high levels of manual dexterity are required about 10% per shift.
- ◆ Stooping, kneeling, crouching, crawling, climbing (using legs & arms for support), balancing, bending/twisting, reaching, feeling, high to very high levels of lifting, low to very high levels of carrying, medium to very high levels of pushing/pulling and high levels of handling are required in unusual or non-routine situations.
- ◆ Night vision, peripheral vision of at least 70 degrees in horizontal median measured in each eye
- ◆ Ability to recognize and distinguish between red, amber, and green
- ◆ 20/20 vision or vision correctable to 20/20 with no other visual impairments. The use of corrective lenses should be noted on the medical examiners certificate. Monocular vision does not meet the vision requirement of qualification. Must be able to perceive a forced whispered voice at a

distance of not more than five feet or have average hearing loss in the better ear of less than or equal to 40 db.

- ◆ Must be able to wear uniform, duty belt and all required equipment.
- ◆ Must wear safety glasses when needed.
- ◆ Must wear steel toe shoes when appropriate.
- ◆ Helmets worn when in the plants or buildings with overhead equipment.

#### **X. WORKING CONDITIONS**

- ◆ Working outside and exposure to hazardous conditions (mechanical, fast moving vehicles) occurs about 50% of the time.
- ◆ Working inside and exposure to atmospheric conditions (fumes, mists, gases and dust) occurs about 25% of the time.
- ◆ Exposure to temperature changes (cold, normal or hot), noise, (min 90 decibels), risk of physical attack or injury and noxious odors occur about 10% of the time.
- ◆ Exposures to extreme cold and hot temperatures, wet and humid conditions, vibrations, hazards, (electrical, chemicals burn, explosives, heights (above 12 ft from ladder or other equipment)), atmospheric conditions (poor ventilation) and a physically confined worksite are present only in unusual situations.

#### **XI. EMPLOYMENT AGREEMENT**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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 position does not require that the candidate reside within the village limits.