

**Village of Rib Mountain
Position Description
Modification Date: December 18, 2024**

Title: Director of Street/Park

Department: Public Works

Reports To: Administrator

Pay: Grade 12

Purpose of Position:

Management position responsible for planning, organizing, coordinating, and directing the operations and activities of the Public Works Department, including building maintenance, environmental, recycling, refuse, storm sewer, street, parks and other public works projects and programs.

Supervision

Work is performed under the direction of the Village Administrator.

Education, Experience and Training:

A degree in civil engineering or related field with a minimum of five years progressively responsible public works experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Management skills preferred. Professional Engineering License highly desired. Must possess a valid Wisconsin Driver's License.

Essential functions May include, but are not limited to, the following:

1. Plans and directs supervises and performs installation, the repair and maintenance of Village streets, curb and gutters, snow removal, signage, storm sewers drainage structures and flood management devices.
2. Prepares and monitors department, capital and maintenance budgets. Projects needed supplies, materials and staffing needs. Assists Village Administrator with long range capital and strategic planning as it relates to public works projects.
3. Reviews and analyzes the Village's short and long term capital improvement requirements. Determines when the installation of new public improvements will be necessary. Identifies alternative methods to provide these services.
4. Supervises department support staff either directly or through subordinates. Assigns duties to Department Foreman and examines work for exactness, neatness and conformance to policies and procedures.
5. Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
6. Coordinates the preparation of reviews and updates the storm drainage and street system maps, data base and comprehensive plans.

7. Responsible for the enforcement of the Village's stormwater ordinance.
8. Manages and updates Village subdivision and public works standards.
9. Maintains regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies, professional and technical groups and the general public regarding public work activities and services.
10. Organize, reports, and supervises the Village's refuse collection and recycling programs. Develops and implements an effective public information program to encourage program participation.
11. Attends meetings of the Village Board, Planning Commission, Public Works Committee, Public Safety, Park Commission and other meetings as directed. Provides technical advice and recommendations on matters pertaining to public works.
12. Assist Park Commission in planning and operation.
13. Frequently interacts with the public to respond to information requests, concerns and complaints.
14. Primary contact for the Marathon County Sheriff's Department in the event of an emergency or non-emergency situation. Availability to be on 24 hour call to respond to emergencies.
15. Prepares and writes grants for roadway, stormwater, and park improvement projects.
16. Reviews and approves permits including underground utilities, driveways, and special road use.
17. Responsible for development of safety rules and regulations for employees. Reviews employee accident and injury reports and monitors safety training and procedures. Recommends safety procedures and policies.
18. Performs various duties and special projects as assigned.

Essential Knowledge and Abilities:

1. Knowledge of State and local codes and ordinance relative to public works operation.
2. Understanding and knowledge of engineering methods involved in street, drainage, and pavement construction and public utilities.
3. Knowledge of the repair and maintenance of drainage and detention facilities.
4. Knowledge of refuse and recycling programs
5. Familiarity with lawn care and park maintenance.
6. Ability to evaluate public works projects and problems.

7. Ability to establish and maintain effective working relationships with subordinates, Village Department Heads, contractors and the general public.
8. Computer skills must include Microsoft Office; Outlook, Word, Excel, and Graphic Information Systems (GIS) such as Arc View. Knowledge of Municipal Accounting software is highly desirable.
9. Ability to prepare and present, clear, concise and comprehensive verbal and written reports.
10. Ability to analyze complex situations, problems and data, and use sound judgment in making decisions.
11. Ability to work independently and coordinate all tasks as required.

Physical Requirements and Work Environment:

Frequently required to stand, sit, talk and hear. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to work under moderately safe and uncomfortable conditions where exposure to environmental factors such as noise, machinery, and where there is a risk of injury. Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. May be exposed to inclement weather conditions.