



VILLAGE OF REEDSVILLE

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Job Opening:

Director of Public Works

Village of Reedsville – Reedsville, WI 54230

The Village of Reedsville seeks a Director of Public Works. This full-time position will be responsible for planning, organizing, coordinating, and directing the Village public works and utility department.

EXAMPLE OF DUTIES

- Supervise and assign duties to all operators & public works employees.
- Maintain all mechanical equipment owned by the Village. Including but not limited to, tractor, snow removal equipment, dump truck, chipper, lawn mowers, sweeper, weed eaters, chainsaw, pick-up trucks.
- Maintain and secure all tools owned by Village.
- Maintain Municipal Building
- Maintain compost and wood chips area
- Snow removal – including, but not limited to plowing, clearing from fire hydrants – catch basins – intersections and sidewalks
- Salt/sand streets as needed
- Coordinate crack filling, slurry seal, patch repairs and full repairs.
- Street Maintenance – including, but not limited to spot patching, sweeping, minor repairs, lighting.
- Report to Board on street conditions & repairs needed.
- Clean catch basins (other than snow)
- Line and curb painting
- Chipping
- Lawn cutting including, but not limited to leaf/branch removal
- Refuse collection – parks, nature trail, streets
- Installation of Christmas decorations, flags and banners
- Maintain parks and park buildings including, but not limited to preparing ball diamonds, volleyball courts, basketball courts, playground equipment, signs, trees & shrubs

- Maintain alleyways
- Maintain Street Status Reports. Prepare and submit Pavement Rating Reports
- Performs water sampling and lab tests for both water and wastewater.
- Operates and maintains all water and wastewater facilities, including but not limited to lift stations, wells, pumps, towers, valves, hydrants, grit removal, oxidation ditch, and aerators, clarifiers, water treatment, disinfection, sludge thickening, sludge storage and related appurtenances.
- Observes water and wastewater equipment in daily operation, noting proper operation and identifying necessary maintenance and repair issues.
- Performs maintenance, repair, and minor construction of watermains, sewers, water treatment system, and/or wastewater equipment and related appurtenances, and performs emergency repair work as necessary.
- Coordinates Contractors for the maintenance and repair of watermains, sewers, water treatment, and/or wastewater equipment and related appurtenances.
- Files appropriate paperwork as required by Wisconsin DNR, both online and hard copy.
- Maintains accurate records.
- Must be able to work independently with little supervision.
- Locates water and wastewater facilities in the field for Diggers Hotline, using hardcopy and/or GIS records.
- Inspects service and main installations. Also, able to measure and make simple drawings of installations.
- Operates water/wastewater portable generators and related emergency equipment.
- Installs and replaces water meters at high and low flows to ensure adequate performance.
- Addresses customer complaints as required and coordinates with Village Clerk
- Attends Village Board meetings and provide reports to Village staff/officials
- Works with Village Board on Public Works and Utility Budget and maintain yearly budget.
- Maintains inventory of parts, supplies and materials.
- Performs other work and tasks as assigned.

QUALIFICATIONS

- Have the ability to supervise employees in the department
- Must have valid WI Driver's License
- Possess or obtain a CDL License within 12 months
- 2 years' experience in public works, water and/or wastewater system operations or with plumbing or related trade.
- Possess a WDNR G, D, Z water license and WDNR A1, D, L, wastewater license.
- Have a general knowledge of roads, buildings, and grounds maintenance.
- Must be self-motivated
- Equivalent combinations of experience and training acceptable to management which demonstrate the required knowledge and skills may be substituted.
- Must have basic skills, knowledge and experience in the concepts, principles, and practices of public works and water/wastewater system operations.

- Must be familiar with basic electricity, plumbing, and instrumentation concepts and possess a working knowledge of the mechanical principles and the control of water/wastewater equipment.
- Must have a strong mechanical aptitude and work effectively as an individual as well as with a group setting.
- Administer sound judgement.
- Work in a safe and effective manner.
- Follow written and oral instructions.
- Read plant and distribution system drawings correctly.
- Remain calm and decisive in emergency situations.
- Work well under adverse conditions.
- Have the ability to climb vertical ladders and scaffolding and enter confined spaces.
- Ability to be participate in an on-call rotating schedule, and to respond to after-hours and weekend emergencies.

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.

Pay: Based on experience

Job Type: Full-time

Salary: \$75,000-\$85,000

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Holidays
- Monday to Friday
- On call
- Weekend availability

Please email resume and cover letter to
clerk-treasurer@reedsvillewi.gov by Monday April 11th, 2022.