
**TOWN OF LODI POSITION DESCRIPTION
PUBLIC WORKS DIRECTOR**

Position Title: Public Works Director
Department: Public Works
Accountable To: Chairman

Salary Range: \$45,000 - \$51,000
FLSA Status: EXEMPT
Work Status: Full-time

GENERAL STATEMENT OF DUTIES:

To perform and supervise, manual, semi-skilled, and skilled work in all Public Works, Transfer Site, Parks areas, and such other areas as may be assigned. This position will operate a variety of equipment, participate in mowing, snow plowing/salting, perform routine maintenance on Town-owned equipment, buildings/facilities, respond to emergency situations, and work beyond normal hours when necessary. This is an exempt position under FLSA.

SUPERVISION RECEIVED:

Works under the direction of the Town Chair.

SUPERVISION EXERCISED:

Exercises authority over all Public Works Department, Parks Department and Transfer Site employees and activities; directs the technical and operational functions of the Departments.

MAJOR DUTIES:

- Provides labor and heavy equipment operation for all maintenance of streets, parks, storm sewers, and other public works areas, and handling of refuse and sanitation functions in parks.
- Some specific work assignments include: drives trucks; plows snow; spreads salt and sand; mows and maintains public properties; picks up leaves; maintains and constructs catch basins and storm sewers; plants and trims trees and shrubs; loads and hauls materials; fills potholes; maintains park equipment; mows weeds and grass; installs and maintains road signs; assists with refuse pickup; provides routine vehicle checks and maintenance; maintains cemetery, parks, and buildings and keeps them clean; does painting and repairs of facilities and equipment; paints curbs; and blows snow. This list is exemplary and does not include all possible assignments.
- Public Works Director must demonstrate competency in the efficient operation of the following pieces of equipment: dump truck, end loader, backhoe, snowplow, leaf picker, lift truck, skid steer, chipper, and mower.
- Takes responsibility for project coordination, including such tasks as arranging for location of underground utilities before digging.
- Uses basic knowledge of machinery and vehicles operated to maintain them in good repair, both through regular routine checking and maintenance and by reporting difficulties to a supervisor or mechanic. Is expected to provide preventative maintenance and early action on problems.
- Performs such other duties as may from time to time be assigned.

- Conducts maintenance of town buildings, cleans/sanitizes, performs basic carpentry, and works with building systems/equipment, assisting in troubleshooting problems.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and skills performing supervisory and managerial practices, ability to perform duties independently, have the physical capability of performing heavy, manual labor - up to 50 lbs. +, willingness to learn Town of Lodi ordinances and regulations, operating knowledge of waste management practices including recycling and composting, have skill and ability operating computer software, equipment such as trucks, riding lawn mowers, tractors, skid steer, snow plow, and other equipment, excellent communication skills and an ability to handle the public courteously and with respect.

Thorough knowledge of the modern principles and practices of public works administration as applied to the maintenance of streets, sewers, water and other related projects; ability to organize, direct and coordinate the activities of several units of a large department; to establish and maintain effective working relationships with subordinate employees, other city officials and the general public. Considerable knowledge of the principles and practices of public budgeting, finances, reporting and personnel management.

REQUIRED QUALIFICATIONS:

- No felony conviction.
- High school diploma or equivalent.
- Minimum of two years prior experience in the operation of equipment required
- Mechanical aptitude.
Minimum valid Class D Wisconsin Driver's License with the ability to obtain a higher class if necessary.
- Ability to be trained in all public works areas and the operation and use of all public works equipment.
- Ability to respond within 30 minutes for an emergency call.

Applications are available on our website at <https://www.tn.lodi.wi.gov/Home> or at the Town of Lodi Hall, located at W10919 County Road V. Lodi, WI 53555.

APPLICATION DEADLINE:

Friday, October 23rd, 2020 at 4:30 pm.

PROBATIONARY PERIOD:

90 Days

BENEFITS:

Excellent benefits package.