

**CITY OF MENASHA**  
Position Description

**Position Title:** Director of Public Works  
Department: Public Works  
Status: Exempt  
Position Reports To: Mayor  
Date of Description: June 1, 2016

**SUMMARY**

Responsible for managing and directing the Public Works Department including responsibility for street maintenance and construction, sanitation and recycling, engineering, storm water, sanitary sewer, building and fleet maintenance services, and long term capital improvement planning.

**ESSENTIAL FUNCTIONS to include the following:**

- Plans, organizes, and directs the programs and activities of the Public Works Department.
- Supervises, directly and through subordinate supervisory personnel, public works design, construction, maintenance, and operating tasks.
- Selects, trains, motivates, and evaluates employees.
- Administers construction contracts.
- Prepares purchase requisitions and approves purchases for equipment and supplies.
- Prepares operational and capital improvement budgets.
- Manages and maintains operating costs of public works services.
- Directs the preparation and maintenance of necessary records and reports.
- Conducts engineering studies.
- Meets with civic organizations and others as a City representative to discuss public works programs, needs, concerns, and upcoming activities.
- Meets with other municipal administrators, contractors, engineers, utility companies, and federal, state and county agencies to discuss current and proposed work, work problems, and work procedures.
- Attends and prepares/presents applicable items for various public meetings.
- Performs other such duties and responsibilities as determined by the Common Council and as set forth in the City of Menasha Code of Ordinances.

**POSITION REQUIREMENTS/QUALIFICATIONS**

Requires a minimum of 5-8 years of civil engineering and public works experience and a bachelor's degree in Civil Engineering, or an equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Knowledge of public works construction and maintenance methods, materials, and equipment.
- Knowledge of the principles and practices of civil engineering as applied to municipal public works.

- Ability to determine the feasibility of various municipal projects and identify alternative solutions.
- Ability to plan, organize and direct comprehensive municipal public works program.
- Ability to establish and maintain collaborative working relationships with City officials, employees, officials of other governmental jurisdictions, professional engineers, contractors, and the public.
- Ability to delegate duties as appropriate.
- Ability to communicate effectively, both orally and in writing.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Requires certification as a Registered Professional Engineer in the State of Wisconsin.
- Requires a valid Wisconsin Driver's License, with a good driving record.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Extra Hours are required outside of the normal business day.

### **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.