



## DIRECTOR OF PUBLIC WORKS

### **About the Position**

The Director of Public Works is responsible for the successful operation of the City's Public Works Department, including Engineering, Streets, Sanitation, Fleet, Bridges, and the Sewer & Storm Water Utilities. An ideal candidate for this position will illustrate strong leadership skills, a vision for the future, the ability to manage multiple projects, proven success in collaborating with others, and be an excellent communicator. The Director of Public Works will lead thirty employees and department interns. This position is confirmed by the Council, and reports to the Mayor.

### **Education**

A Bachelor's Degree in Civil Engineering, as well as certification as a Registered Professional Engineer in the State of Wisconsin, is required. A positive track record of continuing involvement in professional development is expected.

### **Experience**

Requires experience in civil engineering and the public works field. Knowledge of and practical experience in the areas of: public works construction and operations methods; materials purchasing and management; equipment purchasing and management; principles and practices of civil engineering as applied to municipal public works; municipal utilities; and applicable laws, codes, and regulations. Must also demonstrate strong management and teambuilding skills.

Required experience includes a minimum of 5 – 8 years of civil engineering and public works experience, or an equivalent combination of experience and training, in the field of civil engineering and public works management; preferably as a department director, an assistant director, or senior project lead in a public agency of similar size or larger in comparison to the City of Menasha.

### **Essential Job Duties**

- Plans, organizes, and directs the programs and activities of the Public Works Department.
- Supervises, directly and indirectly through supervisory personnel, public works design, construction, maintenance, and operations.
- Administers construction contracts.
- Works with other City employees, Menasha Utility employees, City officials, Community Partners, and officials from other municipalities and the State of Wisconsin in coordinating engineering and public works activities.

- Prepares and administers operational and capital improvement budgets.
- Responsible for the preparation and maintenance of necessary records and reports.
- Serves as a member of the Plan Commission.
- Attend meetings of the Plan Commission, Common Council, Boards, and other Committees as required.

**Compensation**

	Minimum	Midpoint	Maximum
Annual Salary	\$83,858	\$93,130	\$102,402

**Ideal Candidate**

The ideal candidate will be an excellent communicator, who is outgoing and able to successfully lead the City’s public works efforts, with the ability to establish and maintain effective working relationships with citizens, community partners, elected officials, employees, and local, state, and federal agencies.

The Director of Public Works will lead and be actively involved in all facets of the Public Works Department. Providing sound methods and professional operations will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has vision, insight, and experience to see the broader picture in terms of Public Works is desired.

A municipal government professional who is able to develop a high performing team, maintain the City’s current infrastructure, and lead the City in developing new infrastructure will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate will be skilled in and have experience with strategic planning, policy, decision-making, and budgeting.

Send Resume, Cover Letter, and City application found on the link below:

[http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment\\_Opportunities.php](http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment_Opportunities.php)