

**Village of Chenequa
Position Description**

Class Title: PUBLIC WORKS

GENERAL PURPOSE:

Performs various duties as directed by the Public Works Director and as self-directed to assure the village grounds and maintenance are being addressed. Assist in planning, organizing, directing, and supervising the Highway Department, including environmental, water, sewer, street, traffic control, lighting and other department projects and programs.

SUPERVISION RECEIVED:

Works under the guidance and direction of the Public Works Director and Village Administrator.

SUPERVISION EXERCISED:

Exercises supervision over full and part-time staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Public Works - Highway Department

Assist the Public Works Director as needed and as requested in the following duties:

- Supervises subordinates and part-time staff.
- Determines work procedures, prepares work schedules and expedites workflow.
- Issues written and oral instructions.
- Assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Adjusts errors and complaints; responds to resident's questions and needs.
- Plans, organizes, coordinates, maintains and evaluates programs, plans, records services, staffing, equipment and infrastructure of the Highway/Forestry/Fire Department, Village buildings and grounds.
- Evaluates department needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage and lighting.
- Reviews private project development plans for compliance with zoning and lake set back requirements and driveway design for accommodation of snow plowing and emergency vehicle responses.
- Oversees the development or updates of the Village Roadway Improvement Program, the Capital Improvement Program, and other plans involving the municipal infrastructure.
- Coordinates the preparation, review, and updates of any future sanitary sewer plans, water, storm drainage, and street system maps, lake treatments, and comprehensive plans for the Village of Chenequa.
- Responds to public or other inquiries relative to department responsibilities. Evaluates issues and options regarding municipal department and makes recommendations.
- In the absence of Forester perform various duties relating to that function.
- Maintains regular contact with consulting engineers, construction project engineers, Village, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Performs general maintenance work in the upkeep of fire facilities; cleans and washes walls and floors; cares for grounds around station; makes minor repairs.

PERIPHERAL DUTIES:

- Responsible for the training of Village personnel in department systems and techniques.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience Superintendent Hwy/Forestry

- Commercial Driver's License and excellent driving record
- Wisconsin Pesticide Application Certification
- High School Graduate or GED
- Any equivalent combination of education and experience deemed appropriate by the village.

Necessary Knowledge, Skills and Abilities

- knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable Village policies, laws, and regulations affecting Department activities.
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representative, Village officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS:

- Must possess a valid driver's license
- Must be 18 years or older at the time of employment.
- No felony convictions or disqualifying criminal history within the past seven years.
- Be a U.S. citizen.
- Must be able to read and write the English language.
- Must be of good moral character and of temperate and industrious habits.
- Be able to pass a medical exam.

PHYSICAL DEMANDS:

The physical demands described here 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.

Work is performed in office settings and outdoor work is required in the inspection of various land use developments, construction sites, or department facilities along with assisting other department employees with tree trimming, winter snow removal, and various other projects.

While performing the duties of this job, the employee is frequently required to stand, walk, and use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment can vary; ear protection shall be used when noise levels are such it be needed for the protection of the individual.

(revised 1/2015)

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.

OTHER INFORMATION:

As an employee of the Village of Chenequa, compensation for hours worked outside the regular 40 hours per week and 8 hours per day will be compensated and calculated at time and one half. It is further understood work hours may be flexed to accommodate assignments that are outside the normal business hours of the village.

I agree to the duties and responsibilities outlined above.

Signature

Date

Witness

Revised 12/15/2016