

JOB DESCRIPTION MUNICIPAL SERVICES DIRECTOR

DEPARTMENT: Public Works and Utilities

CLASSIFICATION: Exempt

REPORTS TO: City Administrator

REVISION DATE: October 2024

GENERAL NATURE OF POSITION

To serve as the Public Works Director and the Utility Director as described in the Code of General Ordinances. The Municipal Services Director (MSD) serves under the general direction of the City Administrator subject to statutory and municipal regulations and serves as lead staff to Utility Commission. Responsible for the direction of: sewer utility including WWTP, water utility, parks, cemetery, streets, stormwater utility, arboriculture, municipal buildings, and property code compliance.

ESSENTIAL JOB RESPONSIBILITIES:

Administration

- Supervise lead operators in the Public Works, Sewer and Water Departments including evaluation, team building, project assignments, lead operator discipline.
- Address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Maintain municipal services within regulatory compliance and complete required reports to outside agencies
- Perform disciplinary actions and commendations based on performance.
- Attend meetings of Common Council, Public Works Committee, Utility Commission, Parks Committee, Tree Board, Planning Commission, and other meetings as required.
- Work collaboratively with other city departments and department personnel to achieve productivity targets.
- Ensures Public Works division coordinates with Building Inspection on code enforcement.
- Maintain permanent records for the sale of grave spaces, grave opening/closing.
- Demonstrate, educate, train and ensure compliance with City personnel policies on conduct, employment, and safety.
- Manage expenditures within budget throughout the year and report regularly to Committees.
- Respond to emergencies, coordinate with outer emergency responders.
- Attend trainings and pertinent professional organizations.
- Interpret provisions of the Edgerton Municipal Code to developers, contractors, and the general public.
- Perform additional duties as may from time to time be directed by the City Administrator, City Council and/or Utilities Committee.

Project Planning and Administration

- Prepare annual department operating budget and five-ten year capital budget for timely review.
- Meet with the city engineers, contractors, developers and vendors to ensure expected quality standards and timeline are met. Report on progress via written and verbal communication.
- Evaluate and prescribe preventative maintenance programs for infrastructure.

- Be available to address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Schedule and coordinate projects with Lead Operators, City Engineer and City Administrator/Finance Director and communicate with public information.
- Review construction plans and land use and development proposals.
- Direct bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.

Operations

- Oversee the Lead Operators preparation and monitoring of the day-to-day work schedules and record keeping for the Departments.
- Ensure proper training of staff for the operations, coordination with administrative staff for record keeping, and customer relations for the cemetery.
- Ensure coordination with administrative staff and recreation leagues for park use, facilities and maintenance.
- Evaluate cost of operations.
- Provide input and make recommendations to improve City operations.
- Evaluate, seek quotes, and present options for the purchase of supplies, equipment, and services.
- Ensure cooperation with building inspection and code enforcement staff.
- Issue various local permits such as street openings, sidewalks and erosion control.
- Administer code enforcement activities.
- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with regulating bodies.
- Direct the care, maintenance and operation of the cemetery.
- Assist with aquatic facility maintenance.
- Direct solid waste collection and contracted services operations.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

- Post-secondary education in Engineering, Public Works Management, Public Administration, or a related field of study (Bachelor's degree is preferred);
- 5+ years in a public works and/or utilities either management or a supervisory role;
- DNR certifications in water and wastewater preferred;
- Verifiable record of effective leadership and cooperation with community members and city administration.
- An equivalent combination of education and experience may be considered.
- Possession of a valid State of Wisconsin driver's license.

SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read, understand and interpret plans and specifications, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence and procedure manuals, to effectively present information and respond to questions from groups of residents, Government agencies, Boards and Commissions.
- Ability to calculate figures and amounts such as percentages, proportions, etc., using appropriate

equipment and software to work with mathematical concepts such as probability, statistical inference and to apply concepts such as fractions, percentages, ratios, proportions to practical situations.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions.
- Knowledge of municipal budgeting and financial management principles and practices, including rules set by state agencies and generally accepting accounting practices (GAAP).
- Knowledge of human resource management principles and practices, including employee recruitment, selection, training, evaluation, and discipline.
- Ability to train and supervise others.
- Ability to complete continuing education, training and certifications.
- Ability to effectively administer routine and non-routine activities, analyze and implement policy, manage financial and human resources. Communicate verbally and in written form, build consensus and manage change.
- Ability to identify and implement process modifications to improve operational performance.
- Ability to access, input and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary to conduct business processes effectively and efficiently.
- Requires interpersonal skills to work closely and courteously with the public, City Council and staff.
- Requires ability to maintain clear and concise records and to manage information using effective record and file organization.
- Requires the use of field hand tools and office equipment, such as copiers, computers, and calculators.
- Knowledge of SCADA and GIS systems.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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

- Ability to perform physical activities such as stooping, kneeling, standing, reaching, walking, lifting, and/or move (up to 100 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Ability and willingness to work in malodorous, nauseating, and potentially hazardous work conditions.
- Ability to withstand inclement weather such as snow, cold, rain, heat, humidity, sun, etc. Work of a MSD will be in both indoor and outdoor settings.
- Ability to work in confined spaces.
- Ability to comply with ongoing drug and alcohol screening testing.
- Ability and willingness to respond to emergency calls, including for work in other City departments completing work in high traffic situations, and outside not included in the position's regular work.
- Ability to attend classes and seminars to continue and update certifications required by the position.

WORK SCHEDULE:

This position is located at Edgerton City Hall and the city garage. Office hours are 7:00 AM to 3:30 PM, and some night hours are required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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, or is responsive to the needs of the City of Edgerton.

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.

The City of Edgerton, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with 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.

NOTE: This job description is formatted for evaluation purposes and may not be all inclusive of responsibility or requirements of the position.