



DIRECTOR OF PUBLIC WORKS

The City of Darlington is accepting applications for this full-time salaried position. The Director of Public Works reports to the Mayor, and is responsible for planning and managing the activities and operations of the City's streets, water utility, sewer utility, wastewater treatment plant; develop plans, goals, objectives and action steps; advising the Mayor and City Council on matters pertaining to department functions; and contributing to overall City management; as well as developing annual budgets in conjunction with the Mayor and Clerk-Treasurer.

The position requires a bachelor's degree or equivalent work experience in Engineering, Public Works Management, Public Administration, Business Administration or related field with a graduate degree desirable; a minimum of three-year's experience in public works management or a supervisory role, a Wisconsin driver's license; and availability on evenings to attend City Council, Committee meetings, and related board meetings. Wages are negotiable based on qualifications and experience. Fringe benefits include health and life insurance, dental/optical insurance, Wisconsin Retirement System, vacation and sick leave. A six-month probation period is required. Successful applicant will be subject to a physical, background check and drug testing.

Application form and a complete position description are available at the City Office at 627 Main Street, Darlington, WI 53530; or by calling (608) 776-4970. This same information can be found on the City's website: www.darlingtonwi.org under the City Government tab. Submit completed application form and resume to: City of Darlington, Finance and Personnel Committee, Attn: Mayor Mike McDermott, P.O. Box 207, Darlington, WI 53530. Application deadline is Thursday, October 26, 2023, at 4:00 PM.

Publish: October 12th and 19th.



CITY OF DARLINGTON POSITION DESCRIPTION

General Information

Position Title: Director of Public Works

Appointing Authority: Finance and Personnel Committee

Confirming Authority: City Council

Position Reports To: Mayor

Position Supervises: Public Works Employees

Job Location: Darlington Municipal Building

Full or Part-Time: Full-time

Working Hours: 40+ hours per week, plus evening meetings as scheduled by City Council and other boards and committees of the City

Salary or Hourly: Salary, Exempt

Represented By: Not applicable

SUMMARY

The Director of Public Works serves the City of Darlington to provide safe and well-maintained city infrastructure and buildings. Responsible for the management and administration of the City's public works operations, including streets, drinking water and sanitary sewer. Responsibility includes formulating and directing policy development, program planning, fiscal management, administration and operational direction of all public works departments. This employee is a representative of the City of Darlington and must be willing to conduct themselves with integrity, in a positive and respectful manner at all times.

LEVEL OF RESPONSIBILITY

Performs under the direction of the Mayor, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Public Works Department. Provides direct supervision to the Street, Water and Sewer Departments.

ESSENTIAL FUNCTIONS

1. Responsible for the administration of all public works, utilities and other activities or places owned or operated by the City including maintenance, repair and construction of streets, alley, curbs and gutters, sidewalks, street signs, traffic control devices, signs and markings, storm sewers, culverts and drainage facilities, sanitary sewers and treatment plant, water mains, wells and towers, and all machine and equipment used in any activity under his control and public services including snow and ice removal, and street cleaning.
2. Directs and coordinates the work of the Street, Water and Sewer Departments.
3. Directs and coordinates the safety program for employees per SPS 332.
4. Responsible for maintenance of all public records related to position and ensures that they are properly preserved, filed and disposed of in accordance with the ordinances of the City and State Statutes.
5. Attends official meetings of the Common Council and its related committees as requested.
6. Responsible for preparing and filing necessary reports with local, state and federal groups or agencies as required for various operations of the City.

7. Prepares, in coordination with the City Clerk, Police Chief, Department Heads, Mayor and committees of the Council, the final City, water and sewer department budgets for adoption by the Common Council.
8. Prepares short and long-term Capital Improvement Plans.
9. Holds daily and/or as necessary meetings with department heads concerning daily activities and department projects.
10. Responsible for updating and maintaining maps of the city including corporate limits, streets, zoning, water and sewer.
11. Works with City engineers to prepare plans and cost estimates for various street projects including base course, paving, curb & gutter, sidewalk and storm sewer construction.
12. Works with City engineers to prepare plans and cost estimates for various water and sewer construction projects including water and sewer main extensions.
13. Establishes grades for various water and sewer construction and maintenance projects.
14. Establishes grades for various street construction and maintenance projects including base course, paving, curb & gutter, sidewalk and storm sewer construction.
15. Directs the maintenance and construction of street signs, traffic control devices, signs and markings.
16. Assigns personnel and equipment to various projects in the City as necessary.
17. Directs the maintenance of city-owned structures, machinery and equipment.
18. Directs the operation of public services including snow and ice removal, street cleaning, and such other activities as may be assigned by the Mayor or Council.
19. Directs the construction, repairs and maintenance of various street construction projects including paving, curb & gutter, sidewalk and storm sewer.
20. Directs the construction, repair and maintenance of water and sanitary sewer mains.
21. Directs the operation and maintenance of the wastewater treatment plant.
22. Responds to citizen inquiries and complaints.
23. Attends, represents and reports back to council on meetings and schools related to position, including but not limited to League of Municipalities, Wisconsin Rural Water Association, etc.
24. Develops annual goals to identify cost savings and efficiency improvements.
25. Strong focus on public safety as it relates to public works.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of the methods, materials, tools and equipment commonly used in street construction and maintenance work.
2. Thorough knowledge of the methods, materials, tools and equipment commonly used in water and sewer utility construction and maintenance.
3. Thorough knowledge of the rules of safe operation of equipment, as well as worksite safety, and the precautions to be taken in order to avoid accidents.
4. Ability to direct the work of skilled and semi-skilled employees.
5. Ability to get along well with a variety of people.
6. Ability to prepare and supervise the preparation of clear, concise and comprehensive recommendations and reports.
7. Ability to understand and follow oral and/or written instructions

8. Tact, courtesy, and common sense.
9. Willingness and ability to acquire good knowledge of the geography of the City of Darlington.
10. Ability to operate office equipment including computer, copier, printers and calculator.
11. Working knowledge of computer software with emphasis on Cad, Microsoft Office products, GIS and similar software.
12. Willingness and ability to work nights, weekends and holidays during emergency situations.
13. Ability to make decisions in crisis situations.
14. Ability to set priorities and delegate authority so all projects are handled in a timely manner.

REQUIRED MINIMUM QUALIFICATIONS

1. Requires a bachelor's degree or equivalent work experience in Public Works Management, Public Administration, Civil Engineering, Business Administration, or related field.
2. Three year's experience in Public Works Management or a Supervisory Role.
3. Possession of a valid Wisconsin driver's license.
4. Availability on evenings to attend City Council, Committee meetings, and related board meetings.
5. A sincere attitude of teamwork, and a commitment to community service.
6. Strong internal and external customer service skills.
7. Strong attention to detail.
8. Ability to accept and give direction and operate under supervision, often independently.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

Task involves light work more than 50% of the time. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger or grasp. Light work involves sitting most of the time but the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work.

Task involves medium work at least 20% of the time. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects and climb, balance, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger or grasp.

This position is exposed to adverse environmental conditions both inside and outside including no effective protection from weather conditions at times; no protection from temperature changes at times and is subject to extreme cold temperatures for periods of more than one hour during the winter months.

NOTES

1. The job duties listed herein are intended only as illustrations of the 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities. The City is an Equal Opportunity Employer.
3. 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 retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

City of Darlington

Employment Application Page 1 of 2



Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____

Email Address: _____ City State ZIP

Phone: _____ Cell Phone _____ Social Security No.: _____

Position Applied for: _____ Date Available: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, explain? _____

Have you ever worked for this City? YES ☐ NO ☐ If so, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Employment Application Page 2 of 2



Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

Start date: _____ End: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

Start date: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____