



## **NOW HIRING 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. Salary range \$75,000.00 to \$85,000.00 depending 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](http://www.darlingtonwi.org) under Current Job Advertisements. 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 Friday, October 3, 2025, at 10:00 AM.

Publish: September 25<sup>th</sup> and October 2<sup>nd</sup>



## **CITY OF DARLINGTON**

### **DIRECTOR OF PUBLIC WORKS 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 range \$75,000.00 to \$85,000.00 depending on qualifications

**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.

## FRINGE BENEFITS OFFERED TO FULL TIME EMPLOYEES

1. Single or family health insurance plan through the State of Wisconsin, Department of Employee Trust Fund. Plan selection is up to the employee. The City portion of the premium is calculated using a formula from the Department of Employee Trust Funds, with the employee paying the remaining portion of the premium.
2. The City offers supplemental dental insurance through the State of Wisconsin. The City pays the additional premium.
3. The City offers an employee the option to participate in two types of employee-funded Flex Spending accounts: Health FSA and Dependent Care FSA.
4. The City pays the full cost of life insurance at 1X your annual salary. Employee has the option to obtain additional life insurance, up to 3X their annual salary, at their expense.
5. City employees are enrolled in the Wisconsin Retirement System. The City pays the employer's share of the cost of this benefit. The employee pays the employee's share of the cost of this benefit, which for 2025 is 6.95% of gross wages.
6. Vacation days are earned according to the following schedule:
  - A. One week after the completion of one year of continuous service.
  - B. Two weeks after the completion of two years of continuous service.
  - C. Three weeks after the completion of ten years of continuous service.
  - D. Four weeks after the completion of twenty years of continuous service.
7. Three personal days are available to employees per year.
8. Sick days accrue at the rate of one day per month, up to a maximum of 110 days.
9. The following named 8 1/2 holidays shall be paid at the same hourly rate.
  - a. New Year's Day.
  - b. Memorial Day.
  - c. Independence Day.
  - d. Labor Day.
  - e. Veterans Day.
  - f. Thanksgiving Day.
  - g. Christmas Day.
  - h. Christmas Eve Afternoon.
  - i. New Year's Eve Afternoon.
  - j. Good Friday Afternoon.
10. Plus two of three of the following holidays:
  - a. Good Friday morning.
  - b. Christmas Eve morning.
  - c. New Year's Eve morning.
11. Funeral leave and jury duty leave are also available, according to the terms of the personnel policy handbook.
12. The first six months of employment is a probationary period for the employee and the employer.

**\*\*This summarizes portions of the City of Darlington's personnel policy. If requested, a copy of the entire personnel policy will be available for review at the interview. \*\***