

**CITY OF THORP
POSITION DESCRIPTION
DIRECTOR OF PUBLIC WORKS**

Reports to: City Administrator

Nature of Work

This is a highly responsible position providing management and supervision:

- To the city's full time, seasonal and temporary public works employees.
- To supervise, direct and work in the operation and maintenance of a municipal water distribution system and sanitary sewer collection system.
- To maintain city property.
- To determine work assignments and methods.
- To supervise, direct and work in the operation and maintenance of the city utilities, public equipment, lands and buildings, including streets.
- To ensure compliance with local policies, regulations and ordinances under the purview of the position
- To perform the work under the direction of the Administrator, Mayor and City Council.

Essential Duties and Responsibilities

The following duties are specific for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Working supervisor. Be willing and physically able to perform field tasks as needed under various environmental conditions.
- Exercise sound judgment in the supervision, direction, and performance of duties
- Supervise and manage all aspects of public works department, including water, sewer, storm sewer, streets, parks, buildings, etc.
- Supervise public works employees, including water, sewer and general public works personnel.
- Participate in the budgeting process for General Fund, Water and Sewer Funds, TIF Funds, and other budget areas that apply to public works.
- Administrative work for water, sewer and general, including RFP's, filing, letters to public, ordinance enforcement and financial monitoring.
- Scheduling of personnel and tasks for the public works.
- Head of purchasing for public works and utilities includes getting quotes, bids, defining specs, etc.
- Supervise, direct and perform maintenance of parks, public facilities and equipment

- Monitor and manage streets and street improvements, including maintenance, street cleaning, striping, plowing etc.
- Respond to and address public works complaints and issues in a timely and professional manner.
- Communicate and collaborate with other department heads.
- Set and execute goals, plans and priorities for the department.
- Monitor developments within the city (both public and private), work with and monitor contractors, and assist Administrator in the development process, attending necessary pre-construction conferences and in-field meetings.
- Perform other duties assigned by the Administrator, Mayor or Common Council.

Additional Duties and Responsibilities:

- Class B CDL with airbrake endorsement, water operator (groundwater & distribution), wastewater operator, and certified pool operator designations required
- Be on call after work hours as backup and have the ability to respond to emergencies. Coordinate for emergency coverage when unavailable.
- Act as City Forester
- Act as Weed Commissioner
- Assist with Zoning Administration
- Serve as Secretary of the Planning Commission
- Serve as Sexton of E. Thorp Cemetery
- Attend City Council meetings and prepare monthly report for such. Attend meetings of various boards, commissions and committees as needed

The City of Thorp is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.