

**VILLAGE OF BROOKLYN
ASSISTANT DIRECTOR OF PUBLIC WORKS
JOB DESCRIPTION**

Purpose of Position:

Serves as an assistant to the Director of Public Works. Ensure effective, efficient, and responsible management of public works operations and services for the Village. These operations include the water and sewer utilities; maintenance and construction of sanitary and/or storm sewers; street reconstruction and/or maintenance; care and maintenance of public buildings and grounds, parks, cemetery; services such as snow and ice removal, trash/recycling collection, engineering and all other activities of the public works department. The work involves planning and coordinating the programs and services of the department, formulating the departmental goals both short and long range, preparing the departmental budgets and establishing standard operating procedures and policies for the department.

Supervision Received:

The Assistant Director of Public Works is supervised by the Director of Public Works.

DESCRIPTION OF WORK

Essential Duties and Responsibilities:

The following provides an overview of duties related to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supports the Director of Public Works.
- Manages the cemetery, records, burials, headstones, sales, meet with families, maintenance, etc.
- Purchase supplies, materials, and equipment needed in public works and utilities which can include obtaining quotes or bids, defining specifications and other related items in accordance with purchasing policies and procedures.
- Inspect, repair and maintain water, wastewater, storm water, and other village equipment. To include but not limited to pumps, valves, sewer collection system, water distribution system, wells, towers, lift stations, fire hydrants.
- Perform maintenance, repair, and custodial duties on buildings, grounds and equipment.
- Coordinate install, repair, test and read all water meters in compliance with PSC regulations.
- Operate SCADA, Geographic Information System (GIS), computer programs, and related hardware to control treatment processes.
- Responsible for utility locates before works begins underground.
- Cross-Connection Control and Well Abandonment Programs, including inspections, enforcement and appropriate recordkeeping.
- Have knowledge of and ability to use lab equipment, perform lab tasks, interpret results and apply them to treatment plant operations.
- Have knowledge of and ability to perform treatment plant operation modifications based on chemical, physical, and biological observations in the treatment processes.
- Advise the Director of Public Works regarding the establishment and enforcement of internal rules, policies, work methods and procedures.
- Respond to emergencies and alarms including but not limited to, treatment plant, lift station, water system failures or alarms 24 hours per day, as needed.

Assist Director of Public Works in these Duties and Responsibilities:

- Supervise public works employees, including water, sewer, general public works and seasonal personnel.
- The preparation of the department's operating budget for public works, water and sewer funds and capital project funds.
- Preparation of long-range plans and recommendations of priorities for construction, reconstruction, and maintenance of streets, sidewalks, storm sewers and storm water management projects, sanitary sewer and wastewater system, water supply and distribution systems and Village owned facilities.
- Update the public works section of the five-year capital improvement plan and the public works section of the emergency preparedness plan annually.
- Recommend public policy, service levels and municipal ordinances related to public works to the Village Board.
- Establish and enforce internal rules, policies, work methods and procedures.
- Participate in the selection and hiring, direct the training and evaluate the performance of public works employees. The Village Board retains the power to discipline employees; however, employee discipline will be conducted in collaboration with the Director.
- Direct the day-to-day operations of the department, utilities, scheduling of personnel, equipment and other related tasks.
- Manage all village parks, park facilities and equipment.
- Responsible for the recycling program, energy conservation and other sustainable activities to enhance the Village's protection of its natural landscape.
- Monitor and manage utility and street improvements, including maintenance, street cleaning, striping, etc. by performing field inspections of these projects.
- Process citizen inquiries or complaints relating to public services and respond to requests for services.
- Review new buildings, subdivision plats and preliminary plats, commenting as requested by the Planning and Zoning Commission.
- Monitor developments within the Village (both public and private), work with and monitor contractors, and assist Village Engineer in the development process, attending necessary pre-construction conferences and in-field meetings.
- Administer contracts or Village projects by directing and/or coordinating with the engineering or other consultants, in the planning, design and inspections of the project(s).
- Maintain records for all construction projects (public works, parks and utilities).
- Manage the safe operations of all department operations in accordance with Department of Commerce regulations and implement safety policies and procedures for Public Works employees.
- Assist in timely submission of all Department of Natural Resources required testing and reports for the wastewater treatment facility and water utility. Comply with requirements of annual Department of Natural Resources inspections.
- Work with Department of Natural Resources, Environmental Protection Agency and Public Service Commission ensuring compliance with all DNR, EPA and PSC regulations. This includes maintenance of appropriate documents and records necessary for compliance with regulations.
- Prepare the annual Hazardous Chemical Reports for the State Emergency Response Board.
- Maintain the Village's PASER program.
- Maintain appropriate knowledge of public works through attendance at seminars, meetings, and review of appropriate technical journals.
- Maintain all licenses necessary to operate water and wastewater treatment facilities operated by the Village.
- Serve as staff liaison to other local agencies regarding capital projects, public works improvements and design.
- Coordinate the activities of the department with all other Village departments
- Attend Village Board, Public Works Committee and other meetings as necessary.
- Perform other related duties as required.

Desired Training and Experience Required to Perform Essential Job Functions:

Professional public works experience, some of which shall have been in the field of municipal and public works management, including supervisory experience. The position requires a valid CDL operator's license with a minimum Class B Endorsement to be maintained at all times. The following certifications are required within six months of hire: Wastewater, Water- Distribution and Groundwater; as well as certification to administer a Department of Commerce approved safety program.

Essential Knowledge, Skills & Abilities:

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Requires the ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as water sample reports, invoices, construction plans, drawings, flow charts, maps, equipment and operations manuals, financial statements, statutes, procedures and non-routine correspondence.
- Requires the ability to perform mathematical operations with fractions, percentages and decimals; compute discount, interest, ratios and proportion; calculate surface areas, volumes, weights and measures.
- Requires the ability to use GIS applications and data management as well as use computer software programs and other technological resources as available.
- Requires the ability to communicate effectively and appropriately, orally and in writing; and establish and maintain courteous, tactful, and effective relationships with the general public, Village Board, Committees, Village employees, vendors/suppliers, consultants and contractors; as well as state and federal agencies.

Judgment and Situational Reasoning Abilities:

- Requires the ability to apply principles of supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements:

- Requires the ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment on equipment, machinery and tools used in performing essential functions. Examples include but are not limited to: generators, pumps, compressors and sewer jettors.
- Tasks involve the ability to exert physical effort which may involve lifting, carrying, pushing and pulling of objects weighing seventy pounds.

- Requires the ability to operate different vehicles and pieces of equipment effectively. Examples include but are not limited to: snow plows, front end loaders, skid steers and patrol trucks.
- Requires the ability to recognize and identify similarities or differences between characteristics of color, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability:

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as strong odors, chemicals, noise, machinery, temperature/climate changes and/or electrical currents can cause discomfort and where there is a risk of injury.

Notes:

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. The job description does not constitute an employment agreement between the employer and employee and the Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job related tests and a physical examination with drug screen will be required.

The Village of Brooklyn is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals.

4/9/2018