

VILLAGE OF ROCHESTER
JOB DESCRIPTION - PUBLIC WORKS MANAGER
REGULAR, FULL-TIME SALARIED POSITION, 40+ hours per week

This position is authorized via Section 1-16 of the Village of Rochester Code of Ordinances, works collaboratively with the Public Works Committee, and reports to the Village Administrator. Attendance at monthly Board and Public Works Committee meetings is mandatory.

GENERAL FUNCTION: Ensure the practice of safe workplace protocols while directing, overseeing, and assisting with daily, monthly, and annual work associated with public works activities in the performance of the following functions:

ROAD MANAGEMENT

(20.96 miles of local roads)

- Establish schedule and conduct routine road inspections to identify and address safety hazards, including debris removal, missing signs, potholes, shoulder erosion, blocked drainageways, and all other potential hazards
- Establish protocols and procedures to ensure 24-hour emergency response to replace downed signs or remove obstructions, including downed trees, from Village roads
- Develop, implement and oversee pavement, sidewalk, and road right of way management plans, including the creation of long-term schedules and budgets for maintenance and resurfacing work
- Monitor, oversee, and report on performance of all contracted roadwork, including snowplowing operations
- Process driveway permits and monitor compliance
- Process road opening permits and monitor compliance
- Complete Annual Road Certification for WisDOT (Wisconsin Department of Transportation)
- Complete bi-annual road inspections and enter PASER road ratings in the Wisconsin Information System for Local Roads system (WISLR - WisDOT)
- Manage sign inventory and continue systematic replacement plan that complies with MUTCD (Manual on Uniform Traffic Control Devices) guidelines

SIDEWALKS

- Inspect sidewalks once annually and arrange for repair and/or replacement of disheveled sections
- Oversee snow and ice removal from sidewalks along Main Street, Rochester Street bridges

SANITARY SEWER MANAGEMENT

(Tributary collection system including two lift stations- treatment managed separately by WRCSD)

- Develop, implement, and supervise sanitary sewer collection system maintenance activities including pump monitoring, coordination of twice annual wet well cleaning for two lift stations, preventive maintenance schedules for all mechanical systems, sanitary sewer manhole inspections, and arranging for equipment or material replacement or repair as necessary
- Develop and coordinate relationships with vendors- sanitary services, plumbers, electricians, engineers, etc., to help in the execution of the above maintenance programs and assist with problem solving and resolution
- Coordinate annual televising of sanitary sewer collection system according to an adopted five-year schedule, view collection system footage, and follow up by arranging for necessary maintenance or repairs
- Establish emergency response protocols and procedures to ensure 24-hour coverage in response to lift station failures, or reports of sanitary system back-ups
- Ensure timely response to Diggers Hotline locate requests
- Complete Annual CMAR (Compliance Maintenance Annual Report) for WI Department of Natural Resources
- Participate in continuing education programs to enhance awareness of new technologies
- Develop Sanitary Sewer System Capital Improvement Plans and Oversee Implementation

PARK MANAGEMENT

(Case/Eagle Park Baseball Diamond area; Pioneer Park, 101 S Front St; Rochester Commons, 208 W. Spring)

- Develop, implement, and direct grounds care maintenance activities for all village park areas, including Case Eagle Park ball diamonds, by utilizing staff and/or contracted resources
- Develop, implement, and direct routine safety checks of Village owned park structures, playground areas and equipment, and conduct or arrange for necessary maintenance and repairs
- Develop, implement, and direct tree planting and management activities in village owned parks and right of ways
- Direct staff or contracted resource activities to ensure upkeep and maintenance of flower beds and plantings, including supplementation of mulch as needed, with special attention given to community event needs
- Develop Park Capital Improvement Plans and Oversee Implementation

STORMWATER UTILITY MANAGEMENT

- Conduct routine ditch and stormwater system inspections to identify and address blocked drainageways
- Review proposed development for impacts on existing drainage systems
- Respond to and investigate drainage complaints
- Review Stormwater System Maintenance Needs (as follows):
 - Coordinate culvert repair and/or replacement with road projects
 - Develop Stormwater Capital Improvement Plan
- Project Oversight and Contract Administration
- Facilitate communications and work cooperatively with the Racine County Drainage Board on work performed within the Norway-Dover and Eagle Creek Drainage Districts

FACILITY MANAGEMENT

- Supervise and assist in maintenance and upkeep of Village-owned buildings
- Oversee snow and ice removal from walks adjacent to Village Hall and Library buildings

COMMITTEE SUPPORT

(Public Works Committee)

- Prepare agendas for meetings based on scheduled issues and special requests
- Work with village administrative team to post and/or publish meeting agendas or notices as required by law
- Research and compile necessary information and documents related to agenda items; create reports in electronic meeting management system; and distribute copies to interested parties
- Solicit bids or request proposals using a standardized bid process. Review, analyze, and report results to the Public Works Committee and prepare a recommendation with the analysis for support
- Set up meeting room in advance, taking into account accommodations for any special needs
- Follow up on directives issued by Committee

GENERAL ADMINISTRATIVE

- Prepare annual budget proposal for Public Works Committee review by September of each year for the following year's departmental needs
- Maintain an inventory of signs, sign posts, and necessary hardware and supplies adequate for the performance of routine duties (approvals required for non-budgeted purchases; code invoices according to expense categories)
- Develop specifications for work projects- either independently or with the Village Engineer as needed

ANIMAL CONTROL MANAGEMENT

- Establish emergency response protocols and procedures to ensure 24-hour coverage to temporarily accept stray dogs and arrange for transfer to the Humane Society
- Perform inspections and create staff reports/ recommendations in the processing of Kennel License and Special Exception Animal Permit applications

WEED COMMISSIONER

- Perform annual duties of the weed commissioner as specified in the Village code of ordinances
- Coordinate notification of landowners when properties are not in compliance with state or local codes regarding grass height or the presence of noxious weeds
- Arrange to have weeds and/or grass mowed when notified landowners do not comply
- Report cost and property information to the Village Treasurer

EMERGENCY MANAGEMENT

- Establish emergency response protocols and procedures to ensure 24-hour coverage in response to Public Works emergencies due to flooding, snow, or other natural disasters

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Prior experience in public works management and in a supervisory capacity is preferred
- Must possess a working knowledge of methods, materials, and techniques used in municipal public works projects
- Must possess technical knowledge of engineering, utility procedures, purchasing, finance, and personnel management and have the ability to apply them to the position
- Experience in maintenance, and inspection, of streets, storm and sanitary sewers, and related infrastructure projects
- Ability to solve a wide range of intellectual and practical problems. Ability to comprehend non-verbal symbolism and abstract concepts
- English skills (oral, written, and comprehension) sufficient to effectively communicate with all internal and external customers
- Ability to organize and convey complex ideas and concepts in simple terms, verbally, in writing, and graphics
- Ability to prepare comprehensive reports and records
- Excellent interpersonal skills are necessary. Ability to establish and maintain a positive working relationship with the Village Board, various committee members, co-workers, consultants, other government agencies, contractors, press, and the general public
- Knowledge of standard office equipment; Microsoft Word, Microsoft Excel, Microsoft PowerPoint or similar software; and internet use
- Ability to manage time effectively, manage multiple projects, and complete work within established deadlines
- Ability to understand and effectively carry out verbal and written instructions
- In conjunction with Public Works Technician, must be available to be called out on a 24-hour basis and must reside within a 30-minute response time

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor degree from an accredited college or university and two years' experience in municipal public works; or any equivalent combination of education and experience
- In evaluating candidates for this position, the Village of Rochester may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Hold a current, valid Wisconsin Driver's license and provide own transportation
- Prior to hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. The background check must demonstrate the applicant's ability to respect and abide by local, state, and federal laws
- This position requires attendance at approximately 1 – 2 evening meetings per month

THIS LIST IS PROVIDED TO GIVE AN OVERALL DEFINITION OF DUTIES RELATIVE TO THIS POSITION. IT IS NOT MEANT TO BE ALL-INCLUSIVE. BASED ON ABILITY, OTHER DUTIES MAY BE ASSIGNED FROM TIME TO TIME AS NEED ARISES

ADDENDUM

PHYSICAL REQUIREMENTS: The physical demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| | YES | NO |
|---------------------------------------------------------------------------------------|-----|----|
| Driving | ✓ | |
| Lifting (pounds) | 80 | |
| Carrying (pounds) | 80 | |
| Stooping, Bending | ✓ | |
| Kneeling, Squatting | ✓ | |
| Walking | ✓ | |
| Standing | ✓ | |
| Sitting | ✓ | |
| Climbing, Balancing (e.g., climbing and working from ladder) | ✓ | |
| Use of Hands to Finger, Handle, or Feel | ✓ | |
| Physical Coordination (sequential or simultaneous use of hands, arms, feet, and legs) | ✓ | |
| Eye-Hand Coordination | ✓ | |
| Close Vision (clear vision at 20 inches or less) | ✓ | |
| Distance Vision (clear vision at 20 feet or more) | ✓ | |
| Color Vision (ability to identify and distinguish colors) | ✓ | |
| Depth Perception (ability to judge distance spatial relationships) | ✓ | |
| Hearing | ✓ | |

WORK ENVIRONMENT: The environmental conditions marked below are common to this job:

| | YES | NO |
|----------------------------------------------------------------------|-----|----|
| Outdoor Weather Conditions | ✓ | |
| Wet, Humid Conditions (non-weather) | ✓ | |
| Work Near Moving Mechanical Parts | ✓ | |
| Work in High, Precarious Places | | ✓ |
| Fumes or Dust | ✓ | |
| Toxic or Caustic Chemicals | ✓ | |
| Extreme Heat (non-weather over 90° F.) | ✓ | |
| Low Noise (e.g., business office) | ✓ | |
| Moderate Noise (e.g., light motorized equipment such as lawn mowers) | ✓ | |
| Loud Noise (e.g., jackhammer, heavy motorized equipment) | ✓ | |

Job Description approved by the Village Board on _____.

Village President

Date

Village Clerk

Date