

Employment Opportunity – Public Works Director

The Village of Theresa is seeking a highly qualified and motivated individual to serve as its next Public Works Director. This is a full-time, exempt, supervisory position reporting directly to the Village Board.

Position Summary

The Public Works Director is a key member of the Village's leadership team, responsible for planning, directing, and overseeing all activities of the Department of Public Works (DPW). This position ensures the effective and efficient management of Village infrastructure, including streets, water, sewer, stormwater systems, and parks. The Director also provides strategic guidance, supervises staff, manages compliance requirements, and collaborates with Village officials, contractors, engineers, service providers, and the community.

Salary

Starting range: \$65,000 – \$75,000 annually (DOQ).

Key Responsibilities

- Oversee daily operations and work projects, including streets, water, sewer, stormwater, and park maintenance.
- Manage departmental staff, providing leadership, training, and performance evaluations.
- Ensure compliance with state and federal regulations.
- Prepare and monitor departmental budgets, work plans, and capital projects.
- Oversee maintenance and operation of DPW equipment and facilities.
- Serve as primary contact for contractors, engineers, service providers, and the public.
- Provide professional input to the Village Board, Public Works Committee, and Parks Committee.
- Attend monthly Village Board/Public Works Committee meetings and other meetings as required.

Qualifications

- Minimum of five years of progressively responsible experience in municipal public works, utilities, or infrastructure management.
- At least three years of supervisory experience.
- Knowledge of Wisconsin DNR and DOT regulations. DNR water and/or wastewater certifications are a plus. Must be willing to work towards DNR certifications.
- Valid Wisconsin driver's license.
- Strong leadership, organizational, and communication skills.
- Proficiency in Microsoft Office Suite; GIS skills a plus.

Work Environment

Work will be performed in both office and field settings. The position requires occasional lifting up to 50 lbs, operation of Village vehicles and equipment, and availability for evening meetings, emergencies, and weather events.

How to Apply

Submit a completed application, résumé, and cover letter to:

Becky Tellier, Clerk-Treasurer
Village of Theresa
292 Mayville St
Theresa, WI 53091
Email: ct@villageoftheresawi.gov

Deadline

Applications will be accepted until the position is filled.

Equal Opportunity Employer.