

MUNICIPAL SERVICES DIRECTOR POSITION DESCRIPTION

Statement of Duties:

Municipal Services Director oversees operations of the Public Works and Water & Light Departments. This includes general management, leadership and in depth knowledge of the operations within the Public Works and Water & Light Departments.

Distinguishing Features of the Position:

This position requires flexibility in skill sets, job assignment and applied time. This position is appointed by and reports to the City Administrator/Finance Director and has an oversight board, Municipal Services Committee. This position is FLSA exempt and non-represented.

Examples of work (illustrative only):

Leadership:

- Lead and motivate with integrity and honesty at all times.
- Work collaboratively with other city departments and department personnel to achieve productivity targets.
- Be flexible to the individual needs and personalities of subordinates, members of the public, customers, and other staff, while keeping continuity of City policies, rules, and procedures.
- Be an active participant in all Department Head and Municipal Services Committee meetings, and attend Common Council and other city meetings as required.
- Find the individual strengths and weaknesses of subordinates, provide training and give guidance to maximize the employee's potential. Document this year long process in annual reviews of department staff with Forepersons.
- Document events and take actions of discipline when necessary
- Demonstrate initiative and resourcefulness in analyzing and resolving problems related to department operations and service improvements, including but not limited to customer concerns and regulatory compliance.
- Foster and participate in an environment of rewarding increases in knowledge of the industry, best practices and forward-looking technology.
- Create a culture of one department with many unique parts.

Compliance:

- Assign or directly maintain certification or accreditation status within Municipal Services, including but not limited to Reliable Public Power Provider (RP3) Designation, Tree City USA designation, Municipal Electric Utilities of Wisconsin (MEUW) and American Public Power Association (APPA) safety awards.
- Maintain Municipal Services within regulatory compliance with, but not limited to, OSHA, DNR and PSC.

- Working with MEUW or other consulting agencies, ensure that a safe work environment is maintained by monitoring and enforcing proper equipment checks, workplace safety and situational awareness amongst staff.
- Oversee the Forepersons preparation and monitoring of the day-to-day work schedules and record keeping for the Municipal Services Department.
- Demonstrate, educate, train and ensure compliance with City personnel policies on conduct, employment and safety.
- Follow the planning and guidance set forth in the 2015 Smart Growth Plan.
- Ensure employees have and properly use safety equipment and training.

Communication:

- Be the liaison between Municipal Services Department and other utilities, including telecommunications and gas.
- Schedule and coordinate projects with Forepersons, Community Development Director, City Engineer and City Administrator/Finance Director and release schedule for public information
- Meet with the city engineers, contractors, developers and vendors to ensure expected quality standards and timeline are met. Report on progress via written and verbal communication.
- Be available to address concerns from the public regarding projects or issues through use of written communication, social media, and various forms of communication.
- Active involvement with professional organizations such as WPPI Energy, MEUW, Evansville Area Chamber of Commerce/Tourism, and Southern Wisconsin Association of Public Works Supervisors (SWAPS).
- In times of emergency, works with the acting Information Officer or may be assigned as the acting Information Officer.
- Meets in Development Staff, Energy Independence Team and Department Head meetings.
- Regularly coordinates with Community Development on land use and development.
- Ensures Public Works division coordinates with Building Inspection on code enforcement.
- Communicates with local school district and higher educational institutes regarding education opportunities, project planning and energy savings.

Finance:

- Manage expenditures within budget throughout the year and reports regularly to Municipal Services Committee.
- Responsible for regular inventory reconciliation of department assets.
- Ensure that fleet and equipment are regularly maintained and inspected for safety and compliance with regulating bodies.
- Prepare annual department operating budget and five-year capital budget for timely review.

- Assist with revenue and expense projections, including information necessary for rate case studies.
- Assist in the long term budgeting of projects over a 5-10 year capital plan.
- Assist in bid processes, including technical reports, specifications, bid proposals and other activities related to purchasing or contracting.
- Oversee Forepersons maintenance and accuracy of record keeping on labor hours, materials and expenses for work performed.

Miscellaneous:

- Interpret provisions of the Evansville Municipal Code to developers, contractors, and the general public.
- Perform additional duties as may from time to time be directed by the City Administrator/Finance Director, City Council and/or Municipal Services Committee.

Required knowledge, skills, and abilities:

- Ten years of experience in project management, wastewater, roads, stormwater, water, electric or other utility through internship, labor, supervision, education or other method for understanding of operations is required in lieu of formal education in civil engineering, construction management or similar discipline. Less experience required with added formal education is acceptable.
- BA/BS in public administration, construction management, business administration, civil engineering or related field is preferred, but not necessary with relevant work history.
- Three years of leadership, supervision or management experience preferred as a means to gain general experience and knowledge in human resources.
- General knowledge of preparing, monitoring, following or administering a budget preferred.
- Maintain driver's license is required with the ability to obtain a CDL preferred.
- Capable of learning the proper and safe operations of equipment used at Municipal Services Department to ensure the safety of staff and the public. Prior participation or education in work place safety is required. Managing or coordinating work place safety preferred.
- Capable of learning federal, state, and local laws and regulations regarding wastewater, water, roads, stormwater and electric utility operations.
- Capable of learning geographic information systems (GIS) mapping, managing department web pages, and other software programs to improve record storage, planning and communication. Prior experience in using technology and understanding of practical application is required, prior knowledge of GIS preferred.
- Ability to understand and apply instructions, plans, prints, graphs and charts.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment, including within stressful situations.

- Completed training, continuing education and knowledge in CPR, AED operations and first-aid.

Work Environment:

Generally supervise employees' work within the Municipal Services Department. This may include occasionally working or monitoring work conducted in the same working environments described in other position descriptions.

These examples include but are not limited to:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages. Potential to monitor operations of running snow plows during blizzard like conditions. Standing, walking, working and driving around or within moving traffic. Working or monitoring in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Inspections in confined spaces including but not limited to well or pump house, catch basins, excavation sites and the water tower. Inspections in an elevated or hoisted position on a pole, ladder or boom/bucket truck.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various 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.

The position description of the Municipal Services Director 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.