

DIRECTOR OF PUBLIC WORKS

FUNCTION OF THE JOB

To be responsible for the development, administration, and direction of a comprehensive range of countywide services and functions in the areas of: highway design, construction, and maintenance programs, central fleet operations and mass transit service program, construction, remodeling, and maintenance of all county owned buildings and County real property; serves as the County Highway Commissioner as set forth in Chapter 83 Wisconsin Statutes; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the department head and directs the department staff.
2. Directs the preparation and implementation of the department's strategic plan including the operational policies, goals, and objectives.
3. Directs the preparation and administration of the department's operating budget and the authorization and implementation of approved expenditures.
4. Directs the planning and preparation of the Countywide capital improvement plan and program involving the maintenance, repair, and construction of new and existing building and land improvements, and highway and traffic safety improvements.
5. Directs the planning and implementing of new highway operations, central fleet, facilities, architectural services, airport, and mass transit programs and projects; evaluates the effectiveness of existing programs and services.
6. Directs operational activities for highway operations, central fleet, facilities, architectural services, airport, and mass transit, including planning, programming, design, construction, and maintenance.
7. Directs the development and implementation of new programs and services and the evaluation of the effectiveness of existing ones.
8. Directs the development, implementation, and maintenance of comprehensive policies and procedures regarding the department's services and programs.
9. Directs the purchasing and monitoring of contracted services from outside agencies.
10. Serves as the department representative, spokesperson, and liaison to State and local government or interdepartmental commissions and committees, professional and community groups, elected officials and the public.
11. Advises the County Executive, County Board Chair, County Board, elected, and appointed department heads, citizen boards, various committees and commissions, on department practices and policy issues.
12. Directs the selection, supervision, and evaluation of the department employees and is responsible for the department's overall direction.
13. Directs the maintenance of statistical, financial, and control records relating to costs, work schedules, supplies, and equipment.
14. Directs the issuance of permits to individuals and organizations wishing to work along and within the highway right of way.
15. Directs the administration of the engineering, construction, and operation of buildings, equipment, plant systems, and physical structures.
16. Directs the implementation of and monitoring of a preventative maintenance program to minimize equipment breakdowns, lower major maintenance costs on buildings and stationary equipment, and extend facility and systems life.
17. Directs the administration of programs to operate and maintain County rental facilities and County real property.
18. Establishes and maintains effective working relationships with public and elected officials, department staff, County departments and staff, representatives of State and local governments,

community organizations, and the public.

19. Maintains prompt, predictable, and regular attendance.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of administrative, managerial, budgetary, and supervisory principles and practices.
2. Thorough knowledge of the principles, practices, and techniques of negotiating and conflict resolution.
3. Thorough knowledge of team building techniques and consensus management.
4. Comprehensive knowledge of the practices, procedures, and tools to effectively manage infrastructure including preventative maintenance, cost-effective replacement, and life-cycle costing.
5. Comprehensive knowledge in the use of computer software to track, report, and analyze infrastructure.
6. Comprehensive knowledge of department and County electronic devices and computerized systems.
7. Ability to learn and utilize department and County electronic devices and computerized systems to effectively perform duties and responsibilities.
8. Ability to analyze among competing needs, make resource allocation judgments and track progress in meeting performance benchmarks.
9. Ability to develop, implement, direct, and evaluate programs covering areas of the department.
10. Ability to plan, organize, and effectively present ideas, concepts, and recommendations.
11. Ability to develop, interpret, and apply policies and procedures, federal, state, and local laws, rules, and regulations.
12. Ability to coordinate, direct, empower, and evaluate staff in widely diverse areas of services.
13. Ability to establish and maintain effective working relationships with public and elected officials, department staff, County departments and staff, representatives of State and local governments, community organizations, and the public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
15. Ability to work independently and as a member of a team.
16. Ability to work with other governmental jurisdictions, private industry, and contractors.
17. Ability to develop and implement a comprehensive preventative maintenance program.
18. Ability to prepare complex bid specifications, analyze proposals, read blueprints, and draft agreements.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in engineering, business administration, public administration, planning, architecture, or a closely related field.
2. Six (6) years of responsible professional work experience in program management in a complex organization, three (3) years of which were in a supervisory capacity.
3. A master's degree in an appropriate area may be substituted for one year of the non-supervisory work experience.
4. Valid driver's license.
5. Registration in the State of Wisconsin as a Professional Engineer or Architect is highly desirable.