



**CITY OF ALGOMA**  
A GREAT LAKES COMMUNITY  
*Live Healthy, Live Well, Live Algoma*

**DIRECTOR OF PUBLIC WORKS  
RECRUITMENT NOTICE**

June 19, 2018

The City of Algoma, Wisconsin, is accepting applications to fill the position of Director of Public Works. The current Director will be completing his work in mid-July of 2018, after four years of public service with the City. The Director is responsible for the administration, direction and coordination of public works functions for the City, including the marina, streets, and waste water treatment. The City has over 27 miles of local streets, county and state trunk highways, and approximately 10+ miles of alleys.

**The City**

The City of Algoma encompasses an area of approximately 2.51 square miles, and is located in northeastern Kewaunee County, which is situated on the Door Peninsula, along Lake Michigan's famed "Schooner Coast". Located just 30 minutes east of Green Bay, the City is part of the Green Bay Metropolitan Statistical Area. Algoma is the largest city in Kewaunee County, and borders the townships of Ahnapee and Pierce. The City of Algoma's most recent population estimate stands at 3,126.

Overall, the City of Algoma is considered a family oriented community that has a "park-like" feel, with its grand Crescent Beach and boardwalk. The city features an attractive harbor and marina that is Wisconsin's #1 port for world class Salmon and Trout charter fishing for chinook and coho salmon, as well as brown trout, lake trout, and steelheads. It also offers an abundance of well managed parks, greenspace areas, and various recreational facilities, including the Ahnapee State Trail, and the Ice Age National Trail. The residents of the city are very active and take pride in their community. The City lies entirely within the Algoma School District, which provides educational services for students from the City, and the Towns of Ahnapee, Casco, Lincoln and Pierce. More information about the city is available on our website at <http://www.algomacity.org/>

**The Department**

The Public Works Department has 5 full-time and one seasonal employee shared with the Parks Department. Full-time staff includes the Director, a Crew Leader, and three maintenance workers. The seasonal employee assists with seasonal parks and street maintenance tasks.

The 2018 Operating Budget for the department is as follows: Marina - \$266,800; Streets/Garage/Tree - \$858,465.28; and Waste Water Treatment – \$934,873. In addition, Capital Project Funds are also allocated to the department.

Public Works Department facilities are located throughout the City. The Director's office and main garage is located in the west-central area of the community at 1520 Jefferson Street.

## **The Position**

The Director has administrative responsibility for effectively and efficiently planning, organizing, coordinating, directing, and managing operations and maintenance for streets, storm sewers, sanitary sewers; wastewater collection and treatment, the city owned marina; and certain designated municipally owned facilities; fleet maintenance, as well as all other activities of the Public Works Department.

The Director is under the immediate supervision by the City Administrator, and subject to general direction from the Mayor, and Common Council. A detailed position description is provided at the end of this document.

The Director is an exempt, non-represented employee. The position's annual salary is established by the City of Algoma Salary Schedule. Based on the schedule, the minimum starting salary for the position will be \$60,382.

An excellent benefit package including health insurance coverage and retirement benefits under the Wisconsin Retirement System accompanies this position. Additional benefits and optional insurances are available.

## **Required Education, Experience and Certifications**

The Director should possess extensive responsible Public Works Director experience, preferably in a municipal setting including three years of experience as a Public Works Director in a comparable sized community or seven years of experience as an Assistant Public Works Director. This experience should include administrative and supervisory duties. The City may consider other public works administrative experience in lieu of these desired qualifications.

A high school diploma is required. Preference will be given to an individual with a post high school education and/or additional training or certifications in managing operations and maintenance for streets, storm sewers, sanitary sewers; wastewater collection and treatment, marinas, facilities and fleet maintenance, as well as all other activities of the public works department.

The ideal candidate for this position should also have a track record focused on strong customer service, human relations, leadership, managerial, and supervisory skills. This professional, supervisory position must be able to lead the department to full performance capability, achieving high morale and placing "safety first". Qualified candidates should possess the skills for writing grant application submissions & organizing people, projects and schedules on an ongoing basis.

## **The Recruitment Process**

Interested applicants MUST submit the following items to the address noted below:

- A completed City of Algoma employment application
- A current resume, detailing qualifications for this position
- A list of five (5) work-related references

A printable PDF version of the application can be found on the Director of Public Works recruitment announcement under the "Employment" tab on the left side of the main page of the City's website, <http://www.algomacity.org>

The application form may also be obtained by contacting City Administrator Jeff Wiswell via email at [jeff.wiswell@algomacity.org](mailto:jeff.wiswell@algomacity.org) or by phone at (920) 487-5203.

**The application deadline is 3:30 p.m. on Friday, July 13, 2018.** The application review process will begin on July 16<sup>th</sup> and will remain open until the position is filled.

Application materials should be placed in a sealed envelope, addressed as follows, and either mailed or hand-delivered by the deadline noted above to:

Director of Public Works - Recruitment  
C/O Jeff Wiswell, City Administrator  
City of Algoma  
416 Fremont Street  
Algoma, WI 54201

Electronic submissions are acceptable and may be forwarded to [jeff.wiswell@algomacity.org](mailto:jeff.wiswell@algomacity.org). However, applicants must still provide an original signature on the Applicant's Statement on page 4 of the City of Algoma Employment Application. This page with original signature should either mailed or hand delivered in a sealed envelope to the address above.

Applicant names are subject to release pursuant to Wisconsin Statutes, unless confidentiality is requested in writing. Confidentiality cannot be guaranteed for finalists.

The selected candidate will be subject to a credit check, criminal background investigation and a physical examination to determine their fitness for duty.

Additional questions on this position or on application procedures may be directed to City Administrator Jeff Wiswell via email at [jeff.wiswell@algomacity.org](mailto:jeff.wiswell@algomacity.org) or by phone at (920) 487-5203.

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**POSITION IN BRIEF:** This position has administrative responsibility for effectively and efficiently planning, organizing, coordinating, directing, and managing operations and maintenance for streets, storm sewers, sanitary sewers, wastewater collection and treatment, the city owned marina, and certain designated municipally owned facilities, fleet maintenance, as well as all other activities of the Public Works Department. The individual serving in this position will exhibit strong communications, customer service, human relations, leadership, and managerial skills.

This employee works under the immediate supervision of the City Administrator and is subject to general direction from the Mayor, and Common Council. Supervision is exercised over a staff, which includes a lead crew person, and three street-maintenance workers. The individual must be able to lead the department to its full performance capabilities, guided by the principles of safety, while organizing people, projects and schedules on an ongoing basis, and also achieving and maintaining high employee unit morale. The individual should possess the skills for writing grant application submissions.

**JOB RELATED EXPERIENCE, EDUCATION,  
KNOWLEDGE, ABILITIES AND SKILLS**

**EXPERIENCE AND EDUCATION REQUIREMENTS OF WORK**

- A well-qualified candidate will possess significant administrative, leadership, and supervisory qualities, along with a minimum of three years of experience as a Public Works Director in a comparable sized community, or seven years of experience as an Assistant Public Works Director.
- A qualified candidate will possess a high school diploma.
- A qualified candidate will possess a post high school education in civil engineering, construction, public administration, or related field, and/or additional training or certifications in the areas of public works, including operation and maintenance of marinas, streets, storm water, sanitary and waste water treatment systems and projects.
- A qualified candidate's education and training can be supplemented with three to five years' experience in progressively responsible work in public works administrative, managerial or supervisory functions.
- A qualified candidate may also possess construction experience in the private sector; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

**Knowledge of:**

- Modern principles and practices of public works administration, management, and supervision.
- Principles of municipal budgeting and personnel management.
- Operation and maintenance of marinas, streets, storm water, sanitary and waste water treatment systems and projects; as well as air conditioning and heating plants, boilers and related systems.
- Methods, materials and equipment used in public works operations, and maintenance.
- Public works project planning, design, development and construction.
- WISLR (Wisconsin Information System for Local Roads) road management software system desired.
- Principles of safety, and awareness of occupational hazards and their prevention.
- Department policies, procedures and services.
- Federal, State and local statutes, ordinances and codes governing public works activities.

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**Ability to:**

- Direct and supervise public works activities and employees in a coordinated manner.
- Review the work of various operating units.
- Express ideas clearly and concisely, both orally and in writing, on technical subjects in such a way that laypersons can understand abstract public works ideas.
- Establish and maintain effective working relationships with city officials, city administrator, management team, subordinates, committees, government agencies, and the general public.
- Maintain records, prepare reports and perform administrative duties.
- Conduct studies, write in-depth reports, and translate highly technical information into layman's terms.
- Read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Provide short and long-term planning advice and direction for the Public Works department.
- Provide information about the need for various infrastructure improvements.
- Plan for future public works improvements and City facilities' needs.
- Review public and private project plans, including the ability to read and critique engineering plans and specifications to best serve the City's interests.
- Secure cooperation and strict adherence to construction plans, specifications and codes from outside contractors.
- Meet and work with engineering firms, contractors, and suppliers.
- Represent the City before the citizenry at public meetings or hearings on proposed public works projects.
- Effectively present information and respond to questions from city officials, city administrator, management team, subordinates, committees, government agencies, vendors, contractors, and the general public.

**Skill in:**

- Using oral and written communications, as well as public relations.
- Dealing tactfully, courteously and professionally with all whom the position must come in contact, exercising sound and effective judgment in doing so.
- Dealing promptly, directly, and cooperatively with citizens on a frequent basis with regard to their public works related problems and questions.
- Using standard office equipment, computers, and including relevant software like *Microsoft Office*.
- Using all tools, equipment and vehicles associated with work public works activities.
- Possession of a current and valid driver's license is required; and a valid commercial driver's license (CDL) is required or have the ability to obtain one within 60 calendar days of appointment to this position.

**ESSENTIAL JOB FUNCTIONS, INCLUDING  
BASIC TASKS ROUTINELY PERFORMED**

**SCOPE OF WORK**

This position has administrative responsibility for effectively and efficiently planning, organizing, coordinating, directing, and managing operations and maintenance for these public works assets: streets, storm sewers, sanitary sewers; wastewater collection and treatment; the city owned marina; certain designated municipally owned facilities; public works fleet, as well as all other activities of the Public Works Department. Work is performed in compliance with Wisconsin Statutes, Wisconsin Administrative Code and Algoma Municipal Code. The Public Works Director also periodically assists the City Administrator with various aspects of city

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planning, and economic development activities, as well as with grant/loan funding applications. This position is also responsible for delivering and maintaining a very high level of customer service and satisfaction.

**ADMINISTRATIVE MANAGEMENT**

- Develop and monitor goals, objectives and priorities of the departments under his or her supervision.
- Responsible for the planning, budgeting, supervision, inspection and coordination of marina, streets, storm water, and waste water treatment system and projects.
- Prepares, submits and administers the marina, streets, storm water, and waste water treatment system budgets.
- Assists with the creation and review of the five-year Capital Improvement Plan and other long range comprehensive plans for marina, streets, storm water, and waste water treatment systems.
- Coordinates infrastructure map updating for streets, alleys, sanitary and storm water systems.
- Identifies state and federal funding sources for municipal projects.
- Work with Administrator-Clerk-Treasurer on various matters including financing, grants, etc.
- Supervises the computation and establishment of special assessment rates.
- Prepares reports on specific projects.
- Provide administrative assistance to the City's designated engineering firms on construction and/or development projects in the City.
- Conducts informational meetings and hearings for the public on the necessity and feasibility of projects, in conjunction with the City's designated engineering firm when necessary.
- As directed for specific projects:
  - Establish criteria for design and construction of public works projects.
  - Prepare plans, estimates, specifications and bid estimates for public improvement projects not requiring certified engineering plans.
  - Administer public works contracts.
  - Provides on-site inspection or compliance review on contracts.
- Prepares bid specifications for vehicles, equipment and supplies.
- Attends, as approved, local, regional and state meetings, seminars and/or schools to provide improvements in department operations and professional development.
- Other duties as assigned.

**SUPERVISION**

- Supervises and organizes department personnel in order to achieve goals; assists with wage rate determinations; assists with candidate selection, evaluation, discipline and training; assists with employee selection; is responsible for evaluation and training; recommends and, upon approval, implements progressive discipline.
- Plans and directs all activities of the Public Works Department, including scheduling of employees to maximize service to the City.
- Reviews, approves and submits time sheets for all Public Works employees in a timely manner.
- Supervises compliance of federal and state regulations and safety programs for all areas of the department, including drug and alcohol suspicion, training and implementation.
- Supervises the inspection of streets, storm sewers, etc. for preventive maintenance purposes.
- Controls the use of vehicles and equipment through the department.
- Supervises programs related to identified tree diseases or insect infestations.

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**OPERATIONS AND MAINTENANCE**

- Responsible for overall maintenance and upkeep of city marina, streets, storm water, and waste water treatment systems.
- Responsible for overall operations and monitoring, maintenance and replacement of street signs, and markings.
- Directs crew in infrastructure maintenance, repair and new construction.
- Schedules and trains the crews in snowplowing and ice removal, road repair, equipment use, equipment repair and safety.
- Controls use of and directs the maintenance/repairs of equipment in the department.
- Orders or authorizes ordering of supplies and equipment.

**TASKS PERIODICALLY PERFORMED**

- Attends all Public Works, Marina, Tree, Finance and Personnel Committee meetings, and Common Council meetings, unless excused, to advise and provide information pertaining to public works activities. Attends other meetings as necessary and/or requested.
- Attends meetings with developers and contractors.

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. 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.

**PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit; talk or hear; stand; walk; use hands to handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, lift or crawl; and taste or smell. The employee must have the ability to intermittently lift moderately heavy objects (40 to 50 pounds). The employee must be free of limitations on seat belt use.

**WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED**

Work is performed primarily in an office environment, vehicles, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts, with minimal notice. Work may be performed in emergency and stressful situations. Individual is exposed to hazards associated with and including smoke, noxious odors, paints, herbicides, pesticides and fertilizers. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EQUIPMENT OR MACHINERY USED IN PERFORMING TASKS LISTED**

Personal computer and printer, telephone, calculator, car and pickup truck, dump truck, grader, loader, tractor, and vactor truck, as well as other similar machinery and vehicles. Must be able to utilize all miscellaneous hand and power tools required to perform the assigned duties.

**Date This Position Description Was Last Revised: June 2018**