

City of Superior

Assistant Public Works Director

Public Works Department

Summary

Purpose & Overview

The Assistant Public Works Director works under the direction of the Public Works Director to assist with the planning, administration, and coordination of all activities of the Public Works Department. This position aids in the oversight of various public works operations, including Administration; Building Inspection; Wastewater; Stormwater; Street Maintenance and Construction; Buildings and Grounds; Traffic Signals and Signs; Refuse and Garbage Collection; Solid Waste Disposal; Parks, Recreation, and Forestry; Historic Properties; Shop Operations; and the Airport. The Assistant Director helps ensure effective planning, budgeting, and implementation of public works projects and services.

This role is integral to maintaining the city's infrastructure, ensuring compliance with regulatory standards, and promoting efficient public service delivery.

Supervisor Public Works Director

General Responsibilities

1. Assist with planning and directing activities of the Public Works.
2. Provide managerial supervision of daily operations through divisional managers.
3. Assist in the development and implementation of goals, objectives, policies and priorities for the Public Works Department.
4. Collaborate with the Public Works Director on planning, budgeting, supervision, and coordination of public works construction and maintenance projects across all divisions.
5. Coordinate projects within Public Works and with other City departments.
6. Coordinate, advise, and direct consulting engineers on city, state, and federal projects.

7. Supervise Public Works construction projects and coordinate with contractors during all stages of construction.
8. Assist with preparation of annual operating and five-year capital budgets.
9. Assist with the bidding process for public works projects and equipment.
10. Manage all phases of the grant process including research, application, and administration.
11. Attend meetings of the Common Council, Public Works Committee, and other committees as needed.
12. Review engineering plans and recommend approval to the Public Works Director.
13. Supervise and recommend hiring, training, evaluation, and discipline of subordinate employees.
14. Administer and coordinate traffic engineering activities and the sidewalk replacement and maintenance program.
15. Advise the Public Works Director on Public Works issues.
16. Resolve complaints, questions, and concerns from the public, Mayor, or City Council.
17. Stay informed on engineering, planning, project management and supervision through professional education.
18. Assume managerial duties in the absence of the Public Works Director.
19. Perform other related duties as required.

Qualifications

Education & Experience Requirements

A combination of training, experience, and skills that provides the required knowledge, skills, and abilities. A typical way to qualify includes:

1. Bachelor's degree in Civil Engineering or related field.
2. Five years of progressively responsible experience in engineering, public works, or a related field.
3. Licensure as a Professional Engineer in the State of Wisconsin is preferred, but not required.

Knowledge

1. Modern principles and practices of public works administration, including working knowledge of the Manual on Uniform Traffic Control Devices (MUTCD) and the National Association of City Transportation Officials (NACTO).
2. Civil engineering principles and their application to public works projects.
3. State and local ordinances affecting public works and inspection activities.
4. Budget preparation and fiscal management.

Skills

1. Strong leadership and supervisory skills.
2. Establish and maintain effective working relationships with staff, public officials, and the community.
3. Initiative and resourcefulness in problem-solving public works challenges.
4. Effective verbal and written communication skills.
5. Ability to interpret and apply regulations, policies, and procedures.

Ability

1. Direct large-scale public works activities in a coordinated manner;
2. Plan, assign, and review the work of subordinate supervisors and employees;
3. Anticipate and plan for construction and maintenance requirements.

Position Characteristics

Reporting Lines

Reports To: Public Works Director

Direct Reports

Divisional managers and subordinate employees in supervised Public Works operations.

Position Conditions

Office and field environments; occasional public meetings outside normal working hours.

Funding

General Fund-Property Taxes

The City of Superior

Offers

Full-Time employees are eligible for Wisconsin Retirement System, Health/Dental/Life Insurance, and Paid Time Off.

Exempt, not eligible for comp time or overtime.

Annual safety-toed boot allowance.

<https://www.superiorwi.gov/154/Union-Contracts-Non-Union-Benefits-Polic>

Requires

Must possess and maintain a valid driver's license or provide suitable transportation as approved by the supervisor.

Must pass a post-offer medical examination for the occupational group and drug screen prior to hire.

Must pass a 12-month probationary period to demonstrate skills and abilities to perform the requirements of the position.

No residency requirement.

Non-Union | Exempt

EEOC Job Category 01 | Officials/Administrators

EEOC Function 01 | Financial/Administration

WC Class Code 8810 | Office