

SUPERINTENDENT OF PUBLIC WORKS

The Village of Waterman is seeking qualified candidates for its Superintendent of Public Works Position. The Superintendent of Public Works reports directly to the Village Manager under the guidance of the Village Board.

DUTIES AND RESPONSIBILITIES:

- Twenty-four-hour responsibility for effective operation of the Village water and sewer system. Monitors the operation of the water and sewer pumps. Coordinates preventative maintenance, trouble-shooting and repair activities. Participates in the submission of required reports in compliance with current rules and regulation.
- Ensures Village property is checked daily for needed repairs and/or preventative maintenance. Including but not limited to streets, parks, municipal buildings, trees, signs and equipment.
- Will be a steward of the village and its taxpayers by maintaining the village properties.
- Bring potential larger projects for improvement/repair to the village board for consideration.
- Supervises all work done by external contractors on village property.
- Grades Village roads, plows snow and cleans streets as needed.
- Supervises the operation and maintenance of various types of automotive equipment, such as trucks, rollers, sweepers, and snowplows.
- Oversees Public Works Department including participates in hiring and evaluation of department employees and developing work schedules for the department.
- Participates in budget processes for the department.
- Ensures safe work practices (self and employees) when performing work for the Village.
- Makes assignments and inspects the work of subordinates involved in public works activities.
- Performs other duties as assigned by the Village Board.
- Attendance and staff report at monthly Village Board meetings and occasional committee meeting is required.

QUALIFICATION REQUIREMENTS:

- Qualified candidates must have a High School Diploma or equivalent.
- Minimum of five years of Public Works or related experience; demonstrated involvement in a leadership role for a minimum of three years.
- Experience with municipal infrastructure related to streets, water distribution system, and sanitary and storm systems and J.U.L.I.E. location
- Strategic planning skills; flexible to adjust plans due to budgetary constraints, budgetary opportunities and advances in technology.

- Ability to interpret and implement Village policies and procedure; written instructions, general correspondence; understand and follow Federal, State, Village and local regulations.
- Possess a Class B CDL with air brake endorsement or obtain within six months of hire.

WORK SCHEDULE:

Hours will be Monday-Friday 7:00am-3:30pm, 40 hours/week and weekend morning chores every other weekend. Must be able to respond to after-hours snow plowing and call-backs for emergencies.

SALARY/BENEFITS:

Position is Nonexempt with starting salary of \$68,000-\$72,000, depending on qualifications. Benefits include retirement plan, health insurance stipend, paid holidays, and paid time off.

HOW TO APPLY:

Interested applicants should submit resume, cover letter and 3 professional references to Amy Nykaza, Village Manager, Village of Waterman at amynykaza@villageofwaterman.com. The Village of Waterman is an Equal Opportunity Employer.

Any offer of employment is conditional upon passing a background check and drug screen.