

Bellevue Public Works Director Announcement

The Village of Bellevue, Wisconsin invites applications for the position of Public Works Director.

The Village of Bellevue

The Village of Bellevue is a progressive community located in the Green Bay Metropolitan Area. It is one of Brown County's fastest growing municipalities with a population of approximately 15,000 residents. The Village is a full-service municipality offering quality municipal services while maintaining combined local municipal tax and utility rates that are among the lowest compared with the other incorporated communities in the Brown County area. Bellevue combines the best of urban and rural environments and offers high quality of life opportunities. It has seven parks, a parkway and trail system, and a nature conservancy. Bellevue has experienced substantial commercial and residential growth, supported by an active community development program. See www.villageofbellevue.org.

Position Responsibilities

The Public Works Director is responsible for planning and managing the activities and operations of the Public Works Department; developing plans, goals, objectives and action steps for the Department; advising the Village Administrator on matters pertaining to departmental functions; and contributing to overall Village management as a member of the Village's Executive Leadership Team.

Job Requirements The position requires a bachelor's degree in Engineering, Public Works Management, Public Administration, Business Administration or related field with a graduate degree desirable; a minimum of three years' experience in public works management or a supervisory role; and a valid Wisconsin driver's license. **Preference will be given to applicants with a Wisconsin Professional Engineer license or ability to obtain a license within one year.**

Salary range:

\$80,000 to \$100,000

How to Apply

Please send cover letter, resume, professional references, and salary history to: Public Administration Associates, LLC, P.O. Box 282, Oshkosh WI 54903 or paassoc@northnet.net. Application closing date: May 21, 2017.

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Forty-two percent of the population is between 20 and 49 years of age. Nearly 62 percent of the population has received postsecondary education.

The Public Works Department

The Department of Public Works is responsible for maintenance of Village streets and right-of-way, as well as operation of the sanitary sewer, storm water and water utilities. The Department is staffed by a Director, a Utility Superintendent, a Public Works Operations Manager/Inspector and eight full time laborers. The department operates out of two garage facilities. The main office is located at 2828 Allouez Avenue and the second site is at 1811 Allouez Avenue. Equipment maintained and operated includes seven dump trucks with snow plowing and salting attachments, two backhoes, a sewer cleaning vacuum truck, street sweeper and various other vehicles and small equipment.

Water Utility: The Village's Water Utility is responsible for the maintenance, repair, replacement and operating services for the Village's Water system. Water is purchased from the Manitowoc Public Utilities through the Central Brown County Water Authority. The Village ensures that the 89.05 miles of transmission mains, 2,310 valves, 3 water towers, and 872 fire hydrants are all functioning properly. The Utility services 3,750 residential, 599 commercial, and 11 public authority customers with an annual consumption of 411 million gallons of water.

Sanitary Sewer Utility: The Village is committed to maintaining a sanitary sewer system by using proper equipment and well trained employees to provide efficient operation of the sewer system. The Sanitary Sewer Utility is responsible for the maintenance, repair, replacement and operating services for the Village's system. The Village ensures that the 70.57 miles of mains and 1,295 manholes remain clear of obstructions and pipe integrity is maintained.

Storm Water Utility: The Storm Water Utility maintains the Village's storm water system including storm sewers, drainage ditches, and ponds. Objectives are to achieve and maintain compliance with federal and state water quality regulations; to protect wildlife, and protect private property through erosion control efforts and floodplain management.

Public Works Position Description

POSITION SUMMARY

To plan, direct, manage, and oversee the activities and operations of the Public Works Department; develops plans, goals, objectives and action steps for the Department; advises and supports the Village Administrator on matters pertaining to departmental functions; contributes to overall Village management as a member of the Village's Executive Leadership Team in the consideration of general Village policies, programs, and concerns and performs related work as required including the oversight of public works employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assume full management responsibility for all Public Works Department services, activities, divisions and sections including administration, engineering, streets, water, sewer, storm water, sanitation, fleet/facility; recommend and administer policies and procedures.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Be responsible and accountable for Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Develop plans and recommendations for future public works projects.
- Ensure compliance with applicable State and Federal rules and regulations.

Engineering

- Represent the Public Works Department and provide engineering consulting to other Village departments, elected officials, contractors, and outside agencies.
- Performs or provides direct oversight of the review of site plans, engineering plans, subdivision plats for compliance with Village standards.
- Serve as the Village Engineer; coordinate and oversee any contracted Village engineering services.
- Create, review and implement agreements between parties regarding engineering, construction, development and future maintenance.

Community & Board Relations

- Resolve citizen inquiries, complaints or problems concerning activities of the Department that cannot be handled by other staff; keep the Village Administrator advised on departmental activities through oral and written reports.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
- Prepare and present staff reports and other necessary correspondence.
- Oversee and implement Public Works communication and outreach plans.

Team Management

- Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to manage their talent, coach/correct deficiencies; recommend discipline and termination procedures when necessary.
- Provide leadership and coordination with supervisors in the evaluation process for new developments to include working with developers to provide guidance on design requirements for public facilities or utility systems which protect the public interest.
- Plan, direct, and coordinate the Public Works Department's operating and strategic plans; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Monitor and oversee employee safety programs, procedures, training and implementation.

General Management

- Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within Village policy, appropriate service levels; allocate resources accordingly.
- Manage and participate in the development and administration of the Public Works Department budget and capital improvement plan; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Create and evaluate bids, requests for proposals and contracts for services and equipment.
- Manage the emergency management preparedness of the department and implementation of any emergency response.
- Perform related duties and responsibilities as required and assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- . Operational characteristics, services, and activities of a comprehensive public works program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Advanced knowledge of municipal engineering principles and practices.
- Thorough knowledge of the theories, principles, and practices of public administration.
- Advanced principles and practices of municipal budget and capital project preparation and administration.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Pertinent Federal, State, and local laws, codes, and regulations

Ability to

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, mentor, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Public Works Department.
- Prepare and administer large and complex budgets.

- Allocate resources in a cost effective manner.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
 - Prepare clear and concise reports.
 - Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
 - Communicate clearly and concisely, both orally and in writing.
 - Follow safety procedures.
 - Effectively utilize computer applications and technology related to the work.
 - Establish and maintain effective working relationships with those contacted in the course of work, including Village and other government officials, community groups, the general public, and media representatives.
- Strategic Government Resources

REQUIRED AND PREFERRED EXPERIENCE, EDUCATION AND TRAINING

- Bachelor's degree in Engineering, Public Administration, Business Administration or related field required. Graduate degree such as MPA or MBA desirable.
- Minimum three years' experience in public works management or supervisory role required.
- Valid Wisconsin driver's license required.
- Wisconsin Professional Engineer license or ability to obtain within one year preferred.

PHYSICAL DEMANDS

- Some duties require employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; to work outdoors as well as in an office.