

VILLAGE OF HOLMEN

(2/13/25)

Title: Assistant Director of Public Works /Assistant Engineer
Reports To: Director of Public Works/Village Engineer
Classification: Exempt
Department: Public Works Department

SUMMARY DESCRIPTION

This is an assistant managerial position under general supervision and direction from the Director of Public Works/Village Engineer. The Assistant Director of Public Works/Assistant Engineer, performs advanced activities for the Department of Public Works and schedules, organizes, and plans the implementation of advanced municipal engineering activities. These activities include the managerial assistance and oversight of all public infrastructure and personnel related to the Village's Streets, Alleys, Sidewalks, Lighting, Signalization, Water Utility, Waste Water Utility, Storm Water Utility and Engineering. Duties and responsibilities include, but are not limited to: performing skilled professional field or office civil engineering work, participating in complex land surveys, engineering inspections, investigations, maintenance, and construction of engineering projects. This position must regularly evaluate and develop recommendations on Public Works projects, manage budgets, direct activities, schedule projects timelines, compile and generate reports, develop short and long term planning, and coordinate with local and state agencies, and consultants. This position prepares engineering designs, exhibits, plans, maps, cost estimates and bid specifications; collaborates and confers with developers, architects and engineers; and provides leadership and support to the Village of Holmen and Public Works and Planning Departments utilizing highly advanced engineering skills and knowledge. All employees are to adhere to the Village's Operational Mission and Team Member Core Values.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Implement the directives of the Director of Public Works/Village Engineer (and whenever directed by, the Village Administrator) and perform independently each day with little to no direct supervision.
2. Act and serve as Director in the absence of the Director of Public Works/Village Engineer. In this capacity the Assistant Director/Assistant Engineer would oversee and attend to personnel issues, technical issues and other various items that the Director would be expected to address.
3. Assist in the planning and preparation of various Public Works projects. This would include budgeting, design and drafting, reviewing of plans, on-site inspection of construction, preparing bids and making recommendations.

4. Provide routine and complex technical leadership on engineering projects; conducting research and preparing designs and plans; conducting inspections; and lead as professional engineering staff for the Village of Holmen, serving the needs of any department as directed.
5. Participate as directed in all phases of municipal engineering as it relates to drafting, surveying, planning, design, specifications, plan review and inspection. Prepares plans and specifications for sanitary sewers, water mains, storm sewers, streets and other infrastructure.
6. Working knowledge of modern principles, practices, methods, materials and techniques of civil engineering as applied to private development projects and public works, utilities, and construction projects; considerable knowledge of applicable laws and codes relevant to civil engineering. Oversee and review new development projects, subdivisions, etc.
7. Draft and or scope Public Works projects including road construction, road improvements, water main installation, sidewalk replacement, assist in storm and sanitary sewer construction and other related Public Works improvements.
8. Collaborate and confer with developers, architects, engineers, contractors and the general public; provide information and assistance; interpret and explain laws, codes and regulations related to development activities.
9. Assist in the calculation of storm water utility equivalent runoff units (ERU) and coordinates with the utility billing clerk (Clerk/Treasurer Department) for proper billing of ERUs.
10. Reviews and approves erosion control plans and stormwater management plans for proposed development. Performs inspection of construction sites to determine compliance with Village Code requirements including construction standards, erosion control and stormwater management.
11. Performs all activities required by the Village Stormwater Management Plan and the Village's stormwater discharge permit, including preparation of an annual permit compliance status report to the DNR. Represent Village at Stormwater related meetings as directed.
12. As directed, prepares and submits annual fixed asset report, Public Works Department annual report, Village limit boundary description, WisDOT street mileage certification, WisDOT pavement conditional report, annual CMAR report, annual Stormwater reports, annual Consumer Confidence Report, and other annual DNR and State reports as required.
13. Assists in the preparation and administration of the departmental operation and capital improvement budgets.
14. Prepare cost estimates for public works designs and project administration.
15. Responsible for the filing and maintenance of plans, specifications and historical data as well as recent survey notes in a well, organized fashion.
16. Present technical information and reports to Administration, Village Committees/Commissions and the Village Board on a regular basis and elsewhere as requested.
17. Inspect sidewalks, streets, sewer mains/laterals, water mains/laterals, storm sewer facilities, waste water treatment facilities, water facilities, and any other public infrastructure on behalf of the Village of Holmen.
18. Perform the duties of Weed Commissioner as directed.
19. Perform a variety of Public Works Laborer jobs when necessary, particularly in emergency situations.

20. Manages and directs Public Works service contracts and projects.
21. Reviews contractor payment requests for accuracy.
22. Reviews contractors applications for development submittals—recommend for Administrator approval.
23. Review and execute Village Road Opening permits and other development/zoning related permits as required.
24. Perform compliance reviews of new building permits for zoning setbacks, easements and other zoning compliance for new homes, buildings, fences and other private projects.
25. Maintain official maps, drawings and master plans; research and reference material for public and staff use.
26. Prepare exhibits, maps, construction plans, specifications, as-built plans and RFP's as needed.
27. Perform technical engineering functions related to traffic, including reviewing and approving traffic control plans, taking traffic counts and conducting traffic studies.
28. Prepare conditions of approval for development projects; review and comment on the progress of development projects.
29. Perform field investigations and gather data for the preparation of the design phase of in-house projects.
30. Perform field surveying including topographic survey, lay-out and grade staking.
31. Perform engineering calculations, prepare materials and cost estimates and review calculations of others.
32. Participate in the reproduction of plans and the preparation, filing and retrieval of engineering maps, documents and records.
33. Respond to inquiries from contractors, utility companies, consultants and the general public regarding Village construction projects.
34. Prepare bid specifications and construction design specifications for capital improvement projects; prepare exhibits and reports as required.
35. Assist in administering draft resolutions and ordinances; complete census bureau information, and other planning/engineering related topics that may arise.
36. Prepare and review various reports for a variety of department activities; and assist in record keeping and perform office procedures as required.
37. Produce and plot maps, charts, power points and related graphics for presentations.
38. Research project files for staff and the general public; provide information on improvements, status of land divisions, easements, fees and agreements.
39. Perform a variety of related office or field tasks to gather, analyze and record data; prepare a variety of memos, letters and other correspondence related to plan reviews, and take minutes when required.
40. Conduct field inspections and surveys, as necessary; and familiarize oneself with the Village's Zoning and Development Ordinances to ensure proper implementation both on paper and in the field.
41. As assigned, set-up, modify, update, and maintain CAD/Civil 3D standards; set-up and troubleshoot CAD/Civil 3D computer stations for the configuration of CAD/Civil 3D programs and

file sharing, plotting, and third-party programs; train staff in the use of AutoCAD and related software as necessary.

42. Attend any Village meetings as assigned, including, but not limited to, Planning Commission, Public Works Committee and Village Board, especially when topic items are related to engineering or department responsibilities.
43. Participate in regular LAPC-TAC meetings as the Village Representative; and represent the Village at safe routes to school meetings.
44. Research and apply for funding sources for various municipal projects—TAP, SDWF, CWF, LRIP, STP-U, etc.
45. Act as Liaison to any State and Federal agencies as a key representative of the Village of Holmen and ensure the efficient production and submission of any required documentation or reporting.
46. Participate in emergency operations as needed, which may include nights, weekends, or holidays.
47. Must adhere to and consistently represent the Village's Operational Mission State, Team Member Core Values, and Vision and Expectations.
48. Contributes to a cooperative working effort by demonstrating a willingness to perform other job related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Most all municipal Public Works functions.
2. Operating and capital budgeting procedures and policies.
3. Technical written reports and summaries on Public Works projects and State reporting requirements.
4. Federal and State environmental, health and safety regulations.
5. Principles of civil engineering and design.
6. Performing a variety of mathematical calculations.
7. Drafting techniques, terminology, methods and instruments including computer aided design (CAD) technology.
8. Materials, methods, and techniques of modern construction.
9. Engineering maps and records.
10. Construction plans and specifications.
11. The use of surveying equipment, survey principles and practices.
12. Municipal utility operations and state requirements for utility infrastructure design/needs.
13. Soils analysis.
14. Construction technology and building inspection.

15. Customer service methods and techniques.
16. Techniques for development and maintenance of data archives and map libraries.
17. Water and Wastewater treatment concepts.
18. Office procedures, methods, and equipment including computers and applicable software applications.
19. Applicable laws, zoning ordinances, development regulations, codes, department policies, governing assigned technical engineering duties.

Ability to:

1. Maintain a professional demeanor; have the ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time and be flexible.
2. Supervise and lead personnel in a professional manner and abide by all State and Federal requirements regarding personnel oversight.
3. Provide advanced professional civil/municipal engineering expertise.
4. Maintain involved records and files and prepare reports from such information; excellent organization skills.
5. Work on multiple tasks establishing priorities for work and procedure to follow.
6. Understand and edit legal descriptions.
7. Demonstrate strong oral and written communication skills.
8. Analyze and compile technical and statistical information and prepare reports.
9. Respond to difficult and sensitive public inquiries.
10. Perform technical civil engineering plan reviews.
11. Operate still and video cameras for accurately recording field conditions and gathering data.
12. Interpret and apply state and local policies, procedures, laws, codes, and regulations.
13. Understand and interpret engineering plans and specifications; and maintain accurate engineering records.
14. Perform routine to complex civil engineering drafting work.
15. Perform technical research related to computer mapping, database descriptions, and geographic information systems.
16. Prepare and determine plans and estimates involving the scope, time and resources needed to complete a variety of projects.
17. Read and create plans and maps, and prepare and maintain accurate engineering records.
18. Prepare clear and concise, well written reports and presentation materials.
19. Use surveying equipment.
20. Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish technical engineering work.
21. Read construction plans, interpret standard drawings and specifications, survey notes, maps and reports.
22. Operate office equipment including computers and supporting software applications; including word processing and spreadsheet applications as well as GIS and CAD-based software programs.

23. Work independently in the absence of supervision.
24. Adapt to changing technologies and learn functionality of new equipment and systems.
25. Communicate clearly and concisely, both orally and in writing.
26. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Bachelor Degree in Civil or Environmental Engineering from an Accreditation Board of Engineering and Technology (ABET) school with registration as an Engineer in Training required (Village may consider individuals working toward such requirement with the ability to obtain such registration within twelve months of employment).
2. Registration as a professional engineer in the State of Wisconsin is preferred, but is required within five years from the start of employment (at a minimum, the individual must be working toward a PE in the State of Wisconsin).
3. A minimum of three (3) years' experience in engineering, preferably in the area of municipal engineering. Five (5) to Seven (7) years' experience in municipal engineering is preferred.
4. Proficient with the use of GIS and AutoCAD programs and software systems.
5. Possession of and ability to maintain, an appropriate valid WI driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; work with computers; exposure to noise and poisonous gases and liquids.

Physical: Sufficient physical ability to perform moderate lifting and carrying; sit, stand or walk for prolonged periods of time; climb ladders and slopes; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Employee Signature: _____ Date: _____