

**Town of Brookfield**  
645 N. Janacek Road  
Brookfield, WI 53045  
(P) 262-796-3788  
(F) 262-796-0339



<b>Position:</b>	Supervisor	<b>Classification:</b>	Exempt
<b>Department:</b>	Public Works/Utility District No. 1	<b>Employment Status:</b>	Full-Time
<b>Responsible To:</b>	Administrator	<b>Wages:</b>	\$62,400-\$83,200 (DOQ)

### **Description**

The purpose of this position is to provide direct day-to-day supervision of Department of Public Works operations and employees thereby affording the Town effective and efficient operation of the department. The Public Works Supervisor will work with, be responsible to the Town Administrator, and report any problems or issues that might arise to the Administrator. Working with other Town Departments and the Town Engineer, the Supervisor will supervise the repair and maintenance of all Town public infrastructures such as roads, sidewalks, stormwater conveyance systems and all other related infrastructure. Working with the Town Engineer and Administrator, the Supervisor will oversee all new construction or extension of any pavement, buildings and all other construction of infrastructures conducted by the Town. The Supervisor will also oversee the maintenance of, and operate, as needed, all Town equipment. The Supervisor will maintain, and keep current, all records created and received that are necessary for the effective and efficient operation of the Department of Public Works.

### **Major Responsibilities**

- Supervise and direct all employees assigned to work in the Public Works Department.
- Supervise and direct the clearing of all Town roads, right-of-ways, parking lots, conservancies and other Town property of snow, ice, vegetation and other like materials that poses a real or potential health and safety risk to the general public or adversely affects the operation and maintenance of Town infrastructure.
- Supervise the maintenance and repair of all Town infrastructure such as, but not limited to, roads, storm water systems, public right-of-way and other infrastructure, making sure that all such facilities are structurally sound and in effective and efficient operating condition.
- Develop, implement and maintain a five-year roadway maintenance program.
- Supervise the maintenance of all Town buildings and grounds so that they remain in a clean, neat, safe and orderly condition making sure that all such facilities comply with OSHA and State Department of Commerce requirements.
- Supervise the maintenance of all Town equipment making certain that all equipment is in safe, efficient and legal operating condition.
- Maintain accurate records such as, but not limited to, time cards, road maintenance records, storm water infrastructure, equipment maintenance, warranty records, accident records and injury reports.
- Plan and organize a safety program for the Public Works Department.
- Promote and maintain a team effort within the Public Works Department.
- Address any personnel, administrative and operational issues or problems that might arise and keep the Town Administrator apprised of such issues or problems.
- Assist the Town Administrator in the preparation and administering of the department's annual budget as approved by the Town Board.
- Report, as soon as possible, to the Town's Emergency Government Director when a state of emergency is declared.

- Assist Town Engineer in the preparation of the WDNR NR216 Stormwater Annual Report.
- Follow all current purchasing policies and procedures.
- Attend all meetings as required by the Town Board or Town Administrator.
- Perform all other functions in relation to the operation of the department as directed by the Town Administrator.

### **Required Qualifications**

- Valid State of Wisconsin driver's license.
- Wisconsin Commercial Driver's License (CDL).
- Experience working with building and construction tools and materials.
- Knowledge in minor maintenance and operation of equipment.
- Ability to communicate effectively, orally and in writing, and to maintain effective working relationships with personnel, other town staff and general public.
- Ability to complete work logs on a daily basis.
- Be National Incident Management System (NIMS) certified or receive certification within 6 months of date of hire.
- A minimum of a high school diploma and a minimum of 10 years of experience in a public works department.
- The ability to lift at least 50 pounds.

### **Desired Qualifications (in order of preference)**

- Five years of supervisory experience in a public works department or similar work environment
- A degree in Civil Engineering, with certification, and two years of supervisory experience in a public works department or related environment.
- An associate's degree in civil engineering technology or related field, with five years of progressively responsible supervisory experience in a public works department or related environment.

### **Town Benefits**

- Optional medical insurance available immediately upon hiring
- Health Reimbursement Arrangement (HRA)
- Dental and vision insurance provided by the Town
- Enrollment in the Wisconsin Retirement System (WRS)
- Life insurance options
- Optional deferred compensation
- Town Vehicle