



Village of Grantsburg

Special Board of Trustees Meeting

Monday, February 15, 2021

Notice is hereby given that the Board of Trustees for the Village of Grantsburg will hold a Special Board Meeting on Monday, February 15, 2021 at 5:00 p.m. remotely via zoom. The public is invited to monitor the meeting by smartphone, computer or tablet online at zoom.us/join.

Join Zoom Meeting at <https://us02web.zoom.us/j/84679854716>

Meeting ID: 846 7985 4716

You can also dial in using your phone at 1-312-626-6799.

The Board will consider the following items and take action as needed:

- I. **CALL TO ORDER**
 - A. Roll Call
 - B. Pledge of Allegiance
- II. **Public Works Crew - Review Meeting**
- II. **Interim Allocation of Duties, Expectations, Priorities**
- III. **VILLAGE BOARD WILL CONVENE INTO CLOSED SESSION** pursuant to Wis. Stats. 19.85 (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility"
- IV. **VILLAGE BOARD WILL RECONVENE INTO OPEN SESSION** pursuant to Wis. Stats. 19.85 (2).
- V. **Any motions needed from closed session (if any).**
- II. **Director of Public Works – 1) Job Ad 2)Job Description 3) Hire Timeline**
- II. **ADJOURNMENT**

Prepared by Sheila Meyer, Clerk/Treasurer

Posted: Posted 2/13/2021; Village of Grantsburg website www.grantsburgwi.com; Village Office 316 S Brad Street; Community Center 315 S Robert Street; Post Office 201 N Pine Street

This meeting is open to the public. Individuals with disabilities requiring special accommodation to attend the meeting should contact the Village Office (715) 463-2405. For additional information on any agenda item, please contact (715) 463-2405.

From meeting with crew on 2/12:

List of individuals that have volunteered or are qualified to ask for assistance with snow plowing (if needed):

Derek Peterson, Part-time Police

Jason Doscocil

Hank Java

Lee Moyer

Jerry Kozak

Use 25% salt/75% sand?

Haul snow away from boulevards and by Brickfield

In need of overalls, boots that fit, some safety equipment for water main breaks, etc.

Would like sander to pull behind mower used for sidewalks

Accumulation of comp. time during transition

Vacations scheduled

VILLAGE OF GRANTSBURG

Director of Public Works

The Village of Grantsburg (pop. 1317) located in Burnett County, Wisconsin seeks an experienced candidate for our full time Director of Public Works. This is a skilled managerial position performing complex supervisory, administrative and professional work in planning, organizing, directing, supervising and physically working with the Public Works Departments including streets, storm water facilities, public buildings and grounds, parks, water utility, sanitary sewer utility, and related department and budgets. Works under the broad policy guidance and direction of the Village President, Village Board and appropriate committees performing work according to prescribed methods and village ordinances.

Requirements: High school diploma or equivalent. Minimum of 3 years of experience in public works utilities operations and maintenance. Preference for graduate from college or university with major focus in civil engineering or management. Computer experience required. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities may be substituted by the governing authority. Must have a CDL Driver's License or be willing to obtain within months of hire. Must obtain and maintain Wisconsin DNR Water and Wastewater Operator certification upon employment (or within of hire). Pre-employment physical and drug/alcohol screening required. Salary dependent on qualifications. Excellent benefits.

Complete job description available at www.grantsburgwi.com or by calling the Village Office at 715-463-2405. Submit application, resume and references by 5 p.m. on March 1, 2021 to:

Village of Grantsburg
316 S Brad Street
Grantsburg, Wisconsin 54840

The Village of Grantsburg is an Equal Opportunity Employer

VILLAGE OF GRANTSBURG PUBLIC WORKS DIRECTOR

POSITION SUMMARY

This is a skilled managerial position performing complex supervisory, administrative and professional work in planning, organizing, directing, supervising and physically working with the Public Works Departments including streets, storm water facilities, public buildings and grounds, parks, water utility, sanitary sewer utility, and related department and budgets. Works under the direction of the Village Board and uses independent judgment and often works alone. Works under the broad policy guidance and direction of the Village President, Board and appropriate committees performing work according to prescribed methods, procedures, and village ordinances.

ESSENTIAL DUTIES/RESPONSIBILITIES

This position description has been prepared to assist in evaluating duties, responsibility and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Village Board has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Performs professional administrative oversight of the streets, storm water facilities, public building and grounds, parks, water utility, sanitary sewer utility, and related departments & budgets.
- Performs reviews of new development proposals and utility and street construction plans. Confer with developers, engineers, representing Village interests, regarding development within the Village and in the Village extraterritorial areas. Serves as liaison with private firms and developers during construction on public works contracts for the Village and oversees and inspects projects.
- Acts as project manager on streets, utility projects, parks, electric, storm water, buildings and grounds and other facility projects
- Responsible for organizing, directing, managing and coordinating the activities of the Village Public Works, and utility employees. Responsible for supervising, scheduling, training/developing and recommending discipline of employees.
- Supervise and manage department functions of street maintenance, snow removal, water utility, sanitary sewer maintenance, storm sewer maintenance, equipment and vehicle maintenance, electrical maintenance, village tree maintenance, park maintenance, public facilities maintenance (including swimming pool), and employee training.
- Organize, assign, and supervise department employees. Schedule vacation, training, & other time-off requests while maintaining adequate work force. Conduct employee annual evaluations as scheduled by policy.
- Identify, prioritize and present capital improvement projects. Prepare and/or evaluate cost estimates for public works/utility projects
- Attend all Village Board and Public Works Committee meetings.
- As Safety Coordinator, understand, develop, maintain and train employees in the safe operation of all department functions and equipment in accordance with Village ordinance, federal and state law.
- Assist in budget development/recommend budget items & equipment purchases. Works within budget restraints.
- Serves as weed commissioner and small project building inspector.
- Prepare/assist information for all necessary governmental agencies reports such as PSC, DOT and DNR reports, Diggers Hotline, Coordinate and verify Village maps for all utility locations. Assist with pavement rating (every 2 years)
- Operates utility vehicles, including service trucks, and other specialized equipment and machinery used in the Village including documentation of equipment maintenance.
- Establish written policies and procedures for the Public Works Department

RELATED JOB FUNCTIONS

- Responsible for working safely and following local, state and federal safety practices and standards; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Establish and maintain effective working relationship with Village Board, co-workers, subordinates, public and others.
- Attends required training sessions.
- Performs related work as required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

Regularly required to stand, walk, use hands to finger, handle a, feel or operate objects, tools or controls; work above shoulder level and in awkward positions; lift, push, pull hoist, and carry heavy objects weighing up to 50 pounds and occasionally lift and or move objects weighing up to 100 pounds; and reach with hands and arms. Must be able to carry out a variety of activities that require a high degree of accuracy and attention to detail. Must be able to sit, walk, stand for long periods of time and climb ladders, and perform work at heights and work in tight and confined spaces. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate a motor vehicle, machinery and other various equipment.

Frequently handles stressful situations. Should possess the physical ability to sustain long workdays, and be able to function effectively in the outdoors in cold, hot, or inclement weather. Other work is performed in an office setting. Irregular activity schedules are common.

- Is exposed to potential for physical attack intermittently.
- Involves minimal potential and/or direct exposure to blood or body fluids.

REQUIREMENTS OF WORK

- Arrange and coordinate work schedules with ability to plan, organize and set priorities
- Plan, direct, and coordinate diversified functions of water, wastewater and storm water utilities
- Perform with proficiency, the use of all required materials, tools, and equipment.
- Effectively use supervisory, leadership, communication and administrative skills.
- Effectively take/recommend action relating to personnel administration.
- Work in a pleasant, understanding and productive manner with the Village officials, general public, job applicants, newspaper representatives, consultants, vendors, co-workers, etc.
- Extensive knowledge of water, wastewater treatment, storm water management, and streets construction, maintenance and operation
- Extensive knowledge of principals and methods of administration as they apply to the management of a water, wastewater, storm water.
- Establish and maintain effective public relations with tact and courtesy
- Implement sound decisions on matters of major policy and complex technical and administrative problems
- Knowledge of Wisconsin DNR, Department of Transportation, and PSC rules, regulations and compliance standards.
- Knowledge of the departmental programs, operations, and policy with respect to general functions performed. Knowledge of Village Government, organization and procedures.
- Work with confidential records and keep confidentiality.
- Computer experience including Microsoft Office Suite and necessary technical software.
- Ability to perform strenuous physical work.
- Respond to emergency calls. Perform "on-call" and "after hour" duty assignments when scheduled or as required.
- Perform tasks while being subject to frequent interruptions, with ability to carry out sometimes complex oral and written instructions.
- Must maintain possession of a valid CDL license and reliable transportation or access to reliable transportation for Village and rural travel.
- Must obtain and maintain Wisconsin DNR Water and Wastewater Operator certification.

EDUCATION AND TRAINING REQUIREMENTS

High school diploma or equivalent. Minimum of 3 years of experience in public works utilities operations and maintenance. Preference for graduate from college or university with major focus in civil engineering or management. Computer experience required. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities may be substituted by the governing authority. Must have a CDL Drivers License. Pre-employment physical and drug/alcohol screening required.

- *Personnel Committee approved on October 1, 2012*
- *Village Board approved October 8, 2012*

POSSIBLE TIMELINE

PUBLIC WORKS DIRECTOR POSITION

February 24 & March 3 Publish for 2 weeks	Advertisement in Papers, website, Facebook, League, WI Rural Water, etc.
March 12, 2021 by 5:00 p.m.	Applications Due
March 15, 2021	Administration Committee or Village Board meeting to review applications and select applicants to interview
March 16 – 19, 2021	Interview Candidates
March 22, 2021	Special Village Board meeting to Select Candidate