

Public Works Project Manager - Responsible for management and planning of public works facilities. Oversees public works planning and works with the Road Patrolman to respond to daily public works related needs. This includes, but is not limited to:

Communications

- Answer all citizen concerns about public roads, trees, and stormwater management. Work with the Road Patrolman on resolutions. Maintain log of issues.
- Coordinate the Public Works Committee and present issues to the Town Board.

Capital Planning

- Work with the Public Works Committee to plan for long range road improvements and equipment purchases.
- Work with adjacent jurisdictions on shared road projects.
- Assist with preparation of bid documents and manage road construction projects.
- Maintain WISLR and PASR database for submittal to the WI Dept. of Transportation.

Management of the Utility District (a municipal-owned satellite sewer system of MMSD)

- Develop annual budget and maintenance needs.
- Monitor condition of the system. Complete Compliance Maintenance Annual Report.
- Coordinate with residents and other governmental agencies as needed.
- Update the Capacity, Management, Operations, and Maintenance Plan annually.

Driveway and other permits

- Take in permits, do site inspections, work with office staff on billing and escrows. Coordinate approvals with the Public Works Committee and Town Board as needed.
- Process road haul permits and permits to work in the right-of-way.

Development/Road Inspection

- In coordination with the Town Engineer, Building Inspector, and Town Planner/Administrator, provide field service for Town roadway and development projects including site management and construction observation.
- For road projects, verify field quantities with contactors and process pay requests.
- Communicate with the Town staff and Board on the progress of projects.

Shop, Supply, and Safety Management

- Purchase, inventory, and manage signage to comply with MUTC and retro-reflectivity standards.
- Supervise shop safety, work hours, and other standards.
- Keep machinery and equipment logs.
- Order salt and sand and track usage.

Field Work

- Assist the Road Patrolman as needed with mowing, brushing, plowing, and tree removal.
- Serve as a back-up on call person when the Road Patrolman is not available.

Facilities Maintenance

- Monitor and arrange maintenance for the building systems of the town hall and garage.

Minimum training/experience required: Graduation from high school and experience working in public works. Ability to read construction plans. Ability to create reports using Word and Excel.

Preferred training/experience: Associates Degree with civil engineering emphasis. Commercial Driver's License.

Physical requirements: Must be able to carry and move up to 50 lbs. Work may be outdoors in a variety of weather conditions.

Hours and Salary: Hours are generally from 7 a.m. to 3 p.m. Full or part-time hours may be negotiated. Salary based on experience.

How to Apply: Submit a cover letter/letter of interest and a resume/work history to Amanda Arnold, Planner/Administrator (aarnold@town.verona.wi.us or 7669 County Highway PD, Verona, WI 53593) by 8:00 a.m. on Monday, November 26th, 2018.

October 15, 2018