

Public Works Director

Municipality Information

Organization Name: Village of Boyceville

Website: www.boyceville.gov

FLSA Status: Non-exempt

Job Level: Manager

Employment Status: Full-time Regular

Primary Location: Boyceville, WI

Job Summary

The Public Works Director is responsible for the overall leadership and daily operations of the Village's Public Works Department. This is a working position that requires both hands-on duties—such as water and wastewater operations, road and runway maintenance, snow plowing, and equipment operation—as well as a substantial amount of administrative and managerial work. The Director is expected to balance fieldwork with office responsibilities including budgeting, regulatory reporting, personnel supervision, and project planning.

The position also plays a key leadership role within the Village, requiring regular communication and collaboration with the Village Board, Clerk-Treasurer, and other Department Heads to ensure coordinated services and effective decision-making.

Education and Experience

High School Diploma - or the equivalent (for example, GED)

DNR Water and Wastewater Operator Certified- Preferred

Skills

Administrative & Leadership Skills

- **Communication & Collaboration** – Effectively communicate with the Village Board, Clerk-Treasurer, and other Department Heads to coordinate services and ensure smooth operations.
- **Writing & Reporting** – Prepare clear and accurate reports, budgets, and regulatory filings in a timely manner.
- **Management of Financial Resources** – Assist with budgeting, monitor expenses, and account for all departmental expenditures.
- **Personnel Leadership** – Supervise, motivate, and develop staff; maintain a positive and efficient work environment.
- **Strategic Thinking** – Plan for both short-term needs and long-term infrastructure and operational improvements.

Technical & Field Skills

- **Equipment Operation** – Operate, maintain, and inspect Village equipment, facilities, and infrastructure.
- **Water & Wastewater Operations** – Obtain and maintain appropriate certifications; oversee daily operations and compliance with DNR standards.
- **Maintenance & Repair** – Perform road, airport, grounds, and facility maintenance, including snow removal and brush clearing.
- **Problem Solving** – Apply practical knowledge to troubleshoot issues in the field and implement effective solutions.

Work Context

This position requires a **blend of office-based administrative duties and field-based operational work**.

The Director should expect to divide time between:

- **Administrative/Office Work:** Budget preparation, regulatory reporting, inventory management, project planning, personnel supervision, communication with the Board and other Village staff.
- **Field Work:** Operating and maintaining equipment, performing water and wastewater tasks, snow removal, road and grounds maintenance, and responding to emergency situations.

The Director must also work **collaboratively across departments**, attending meetings, coordinating joint projects, and maintaining strong communication with other Village leaders.

On-call duty is required after regular business hours on a rotating basis to address emergencies and ensure uninterrupted Village services.

Primary Job Duties

- Manage the day-to-day water, sewer, and public works operations; direct and supervise public works personnel.
- Perform hands-on tasks as needed, including equipment operation, maintenance of roads, grounds, and facilities, and snow/brush removal.
- Complete and submit all required administrative reports, forms, inventories, and regulatory filings.
- Provide written and verbal updates to the Village Board at monthly meetings, including recommendations for projects, purchases, and long-term planning.
- Collaborate and communicate regularly with the Clerk-Treasurer and other Village Department Heads to coordinate services, share resources, and resolve issues.
- Act as purchasing agent for the department; track and submit all expenses to the Clerk-Treasurer.
- Assist with budget preparation, cost tracking, and financial planning for the department.
- Maintain a positive work environment conducive to efficiency, accountability, and strong morale among staff.
- Be available for on-call shifts after normal hours (8am–4pm) to respond to emergencies, including weekend and holiday coverage.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.