

City of Bayfield

Office of the Harbor Commission
125 South First Street - P.O. Box 1170
Bayfield, Wisconsin 54814
Phone (715) 779-5712
cityclerk@cityofbayfield.com

Public Works Director Immediate - Full Time Position Available

Company: City of Bayfield	Contact: Billie L. Hoopman, Clerk
Street Address: 125 South First Street	Phone: 715-779-1201 x111
City, State, Zip: Bayfield, WI 54814	Email: cityclerk@cityofbayfield.com
County: Bayfield	Fax: 715-779-5094
Job Title: Public Works Director	
Job Description: This position coordinates, supervises and works to maintain and upgrade City streets, water, grounds, distribution system and sewage treatment plant. Responsibilities include maintaining inventories (streets, sidewalks, equipment, buildings), snow removal, grass cutting, vehicle maintenance, small equipment maintenance, tree removal and planting along with appropriate equipment procurement to conduct all the aforementioned duties.	
Salary: \$37.11/hr. DOQ, Introductory period may apply. Benefits included (but not limited to): Full Family Health Insurance, Vacation, Sick and Personal Leave, Life Insurance, and Retirement through the Wisconsin Retirement System (WRS).	
Position: Assumes approximately 40 hrs. week/ weekdays, some weekends.	
Application Deadline: May 3, 2024	
Candidate Consideration: <ol style="list-style-type: none">1. Personal Interview2. Background Investigation3. Marine industry experience preferred4. Boat handling on land / in-water experience preferred	
Each applicant must provide the following: <ol style="list-style-type: none">1. Letter of Interest2. Completed Application3. Resume	

Established in 1913.

City of Bayfield is an Equal Opportunity Provider and Employer.

Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410

CITY OF BAYFIELD

Position Description

POSITION TITLE: Director of Public Works

REPORTS TO: Mayor

JOB SUMMARY:

This position coordinates, supervises and works to maintain and upgrade City streets, water, grounds, distribution system and sewage treatment plant. Responsibilities include maintaining inventories (streets, sidewalks, equipment, buildings), snow removal, grass cutting, vehicle maintenance, small equipment maintenance, tree removal and planting along with appropriate equipment procurement to conduct all the aforementioned duties.

ESSENTIAL DUTIES --- STREET:

- Supervises and oversees City water distribution and sewer treatment plant
- Prepares works schedules and supervises all City employees within Public Works, and Water and Sewer Department
- Maintains secondary personnel files on all employees in the Public Works Department, and Water and Sewer Department
- Maintains (complete) inventory and maintenance records on departmental equipment and facilities Assists in all planning of streets, alleys, drainage, curb, gutter, and sidewalk projects.
- Prepares and submits (required) reports to the Mayor and City Council
- Provides response to citizen concerns and complaints
- Maintains (current, complete) inventory of all department City equipment
- Prepares and administers annual DPW, department budgets, and assists with the preparation and administration of other City Budgets as needed including Courthouse, Pavilion, Harbor, Parks and Recreation, etc.
- Maintains (accurate and complete) inventory of supplies
- Discusses work schedule and departmental progress regularly with the Mayor. Reports to Mayor as requested.
- Performs annual evaluations of department employees
- Attends City Council and Public Works Committee meetings submits a written report if requested
- Directs tree removal and replacement
- Directs the maintenance of the City's Rain Gardens (Broad St. Beach, Courthouse and Boat Ramp)
- Directs maintenance of snow removal and grass cutting along/for all City streets, buildings plus parks and recreation facilities and sidewalks (City Hall, Pavilion, Library, and Courthouse).
- Provides or coordinates maintenance on all vehicles, large and small equipment, and all City facilities.(Marina, City Dock, L.E. Boat Slip, Fishing Pier, Ball Parks)
- Directs brush cutting and normal cleanup around Boat Ramp, Nature Trails, Snowmobile Route, and Waterfront Walk.

- Assists Police Department and Bayfield Chamber and Visitor Bureau with Apple Festival and other community events
- Places traffic control devices (and ensures visibility) as needed.
- Coordinates recycling program and represents the City on regional recycling program.
- Holds and maintains, or obtains water/sewer certificate/licenses. See detailed license information under minimum qualifications below.
- Directs janitorial and building maintenance at the National Parks Service Building, City Hall, and the Bayfield Lakeside Pavilion
- Reviews applications and issues soil erosion, driveway, and water/sewer connection permits
- Provides site supervision for building permits
- Coordinates projects for Wisconsin Conservation Corps (7-man crew and other agencies)
- Directs maintenance and cleaning of City Public Restrooms.
- Provide regular assessment of City streets, allies, and sidewalks.

(NON-ESSENTIAL DUTIES) Other:

- Attends various Committee meetings upon request
- Performs other duties as specified by the Mayor and City Council
- Coordinates or gathers information for meetings
- Maintains records on current and past projects

(MATERIALS AND EQUIPMENT USED)

- Ten Key Calculator, Phone System, FAX Machine, Copier, Computer/Printer, Lawn Mowers, Trucks, Meters and Testing Equipment, Various Hand Tools, Back hoe, Water Mains, Hydrants, Wells, Reservoir and Controls, Sewage Pumps, Blowers, Chlorine Equipment, Comminutor, Clarifier, and GIS.

MINIMUM QUALIFICATIONS REQUIRED:

- High School education or equivalent
- (College or Technical School education with emphasis on engineering preferred.)
- Previous experience required
- (Supervisory education listed in Foreman, Operator and Laborer job descriptions)
- Residency within a fifteen (15) mile radius of City of Bayfield is required, 5 mile-radius is encouraged
- Possess valid Wisconsin Driver's License and Class B CDL
- Ability to follow both oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain positive working relationships with supervisor, coworkers and (customers) public.
- Ability to work independently and be self directed
- Ability to operate all equipment, when necessary
- Holds a water/sewer certificate/license, or has the ability to obtain them within an agreed timeframe:

A. Waterworks Operator Certification Levels

- **Grade T** (Operator-in-Training) — Pass waterworks subclass exam(s).
- **Grade 1** — Pass the appropriate subclass exam(s), plus one year of satisfactory experience in the operation of a waterworks plant subclass(es).

B. Sewer License Levels

- **Operator-in-Training (OIT):** Pass Basic General Wastewater Exam* and Basic Subclass Exam

- **Basic:** One year of subclass specific experience
- **Advanced:** Obtain ten advanced points and submit an advanced certification application (see tab#5, Adv Cert, on this web page for more information)

PHYSICAL DEMANDS:

- Lifting 100 lbs. maximum with the assistance of another person, and frequent lifting and/or carrying objects weighing up to 50 lbs.
- Frequent standing, sitting, walking, and driving
- Must be capable of using hand(s) for repetitive fine manipulation, grasping, pushing, pulling, and operating controls
- Frequent bending, twisting, squatting, climbing, reaching, and grappling
- Working near water; able to swim if necessary
- Ability to communicate orally in a clear manner
- Ability to distinguish sounds at various frequencies and volumes
- Ability to distinguish people or objects at varied distances under a variety of light conditions
- Ability to work under a variety of temperatures and atmospheric conditions
- Ability to work in an environment with above average noise

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbent may be requested to perform job related responsibilities and tasks other than those stated in this description.

Incumbent

Date

Mayor

Date

Approved 2/2000

Revised 7/2022

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Month and Year	Name & Address of Employer	Salary Upon Leaving	Position	Reason for leaving
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				
FROM: _____ TO: _____				
Job notes, tasks performed and reason for leaving: _____ _____				

REFERENCES:

Name	Address & Phone Number	Position	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Bayfield.

I understand that any employment is conditioned on a background check. I authorize the City of Bayfield to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in the application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to medical examination(s) or drug test(s) at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Bayfield's Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The City retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____