



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

PUBLIC WORKS DIRECTOR/CITY ENGINEER City of Two Rivers

Due to an upcoming retirement the City of Two Rivers is recruiting for a full-time Public Works Director/City Engineer to join its management team.

This highly responsible administrative and supervisory position is responsible for the planning and administration of municipal public works programs and storm, sewer, and solid waste utilities for the City of Two Rivers. This position involves the application of professional engineering, construction technology, and administrative knowledge in the development and execution of public works construction and maintenance projects and in providing a variety of municipal services.

Candidates must be at least 18 years of age, have thorough knowledge of the principles and practices of civil engineering, public works construction and administration including materials, methods, and techniques of street, water, sewer, and other public works construction. The ideal candidate will be able to exercise good judgment, have knowledge of municipal budgeting, and the ability to express ideas clearly and concisely orally and in writing, and establish and maintain effective working relationships with contractors, employees, City officials, and the public.

The ideal candidate will possess a four-year degree or higher in civil engineering or a related field with registration as a professional engineer in the State of Wisconsin or the ability to become registered. A minimum of five (5) years' experience in engineering, public works management, budgeting, and personnel management or any equivalent combination of education and experience will be considered.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health and life insurance. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

Starting salary will be \$95,160.00 to \$110,302.00 dependent on qualifications. Full salary range is \$95,160.00 to \$124,155.00 based on the City's 2022 salary schedule.

A transition period will allow the successful candidate to train with the outgoing Public Works Director/City Engineer.

A complete job description and City employment application can be found at www.two-rivers.org.

To ensure consideration, submit the required application materials by Friday, July 8, 2022. This position will remain open until filled. Interested candidates should send a detailed letter of interest, resume, and completed employment application via email to jjackson@two-rivers.org or by mail to:

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



www.two-rivers.org



920.793.5526



920.793.5512



**TWO
RIVERS**
WISCONSIN

POSITION TITLE: Public Works Director/City Engineer

REPORTS TO: City Manager

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: June 6, 2022

DEPARTMENT: Public Works

FLSA CATEGORY: Exempt

PAY TYPE: Salary, Pay Grade 29

GENERAL PURPOSE

Plans, administers, and directs municipal public works programs and storm, sewer, and solid waste utilities for the City of Two Rivers. This is a responsible position involving the application of professional engineering, construction technology, and administrative knowledge in the development and execution of public works construction and maintenance projects and in providing a variety of municipal services. The work is assigned, reviewed in conferences, and evaluated by the City Manager.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over supervisory, administrative support, and professional staff as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Evaluates municipals needs for infrastructure construction and maintenance projects and makes recommendations to the City Manager and City Council.
- Develops plans, designs, and specifications for City public works projects.
- Oversees work of in-house engineering office (administrative assistance, engineer, and technician).
- Prepares bid specifications and oversees contractors' performance on public works projects.



- Oversees Street Department operations, including snow and ice control.
- Oversees the operation of the City's sewer utility including the wastewater treatment plan and collection system.
- Oversees City storm water infrastructure and related regulatory compliance activities.
- Approves all requisitions for supplies and equipment.
- Formulates general operating policies and work programs for Public Works activities in the units described herein.
- Provides technical assistance in the operation of the cemeteries and parks.
- Conducts special studies and projects.
- Administers and oversees the City's contract for solid waste services.
- Keeps and up-to-date inventory of all public works and engineering equipment.
- Evaluates engineering consultant reports and proposals.
- Oversees development and administration of the Engineering, Streets, Solid Waste, and Wastewater budgets.
- Administers the environmental/regulatory compliance program at the former City landfill sites.
- Obtains and administers grants for various City projects
- Evaluates performance of subordinate employees.
- Reviews activities and work accomplishments of all units of the department.
- Responsible for public relations for department operations.
- Serves as Secretary to the Public Works Committee and Environmental Advisory Board.
- Serves as a voting member of the Plan Commission.
- Performs related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern principles and practices of civil engineering.
- Thorough knowledge of modern principles and practices of public works construction and administration.
- Thorough knowledge of materials, methods, and techniques of street, water, sewer, and other public works construction.
- Thorough knowledge of the principles of budgeting.
- Thorough knowledge of municipal sanitation program operation.
- Comprehensive knowledge of the laws and regulations related to departmental activities.
- Ability to direct and supervise public works activities on a large scale.
- Ability to establish and maintain effective working relationships with contractors, employees, City officials, and the public.
- Ability to express ideas clearly and concisely orally and in writing.
- Good judgment.

EDUCATION AND EXPERIENCE

- Degree from a four-year college or university with a degree in civil engineering or a closely related field.
- Five (5) years' experience in engineering, public works project management, budgeting, and personnel management.
- Registration as a professional engineer in the State of Wisconsin or the ability to become registered.
- Any equivalent combination of education and experience will be considered.

SPECIAL REQUIREMENTS

- Possess and maintain a valid Wisconsin Driver's license; must remain insurable under the City's liability insurance policy.
- Must be a US Citizen or authorized to work in the United States.
- Must be able to read, write and speak in the English language.
- Must be of good moral character and temperament with industrious work habits and be willing to have a background check completed by the Two Rivers Police Department and WI-CBI.

TOOLS AND EQUIPMENT USED

Programmable telephone, desktop and personal computer, printer, copy machine, fax, calculator. Computer software includes, but not limited to Microsoft Office Suite including Word, Excel, and PowerPoint. Google Business Suite including Gmail and Google calendar. Occasional use of city vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview/assessment center, reference check, and related tests may be required.

As per City policy, a drug and alcohol test and physical exam will be required prior to employment and residency within 15 miles of the City limits must be maintained throughout employment. Residency within the City limits is preferred.

The duties herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is expected to be available for changing work schedules as necessary to attend evening meetings and assist with emergencies.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
<i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ State of Registration: _____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____