Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

Job Description

POSITION IDENTIFICATION

Position Title:	Director of Public Works
Department:	Department of Public Works
Status:	Full-Time Exempt
Workweek:	Monday – Friday, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	Common Council & Mayor
Directly Supervises:	Engineering Division Manager, Office Manager, Operations Division Manager, Building & Grounds Division Manager, Transit Division Manager

POSITION PURPOSE

The Director of Public Works provides executive leadership for all Public Works Department divisions, including Bridges, Engineering, Fleet Operations, Streets and Sanitation, and the Transit Divisions, as well as the Marina and all other Harbor Activities. The Director plans, estimates, budgets, designs, oversees, and administers construction and maintenance of City infrastructure within the public right-of-way, the Harbor and Marina, and other City-owned properties.

The Director leads strategic planning, conducts research and evaluation, and represents the City in partnerships with local, state, and federal agencies. The position reports to the Public Works Committee, Mayor, and Common Council, serves on various City and County boards, commissions, and committees, and serves as the joint County/Gubernatorial representative to the Bay Lakes Regional Planning Commission. This senior administrative role requires extensive expertise in civil engineering, public works operations, municipal budgeting, and organizational leadership, along with the ability to effectively engage with the public, media, elected officials, contractors, consultants, union representatives, employees, and other city department leaders.

ESSENTIAL DUTIES

- Direct and coordinate all Department Divisions and operations
- Advise the Council, Mayor, various Boards and Commissions, and other Department heads on development, infrastructure, budgeting, and technology
- Supervise personnel, including hiring, training, performance management, labor relations, and discipline
- Plan, budget, design, and supervise public infrastructure and capital projects
- Approve contracts, payments, major purchases, and special assessments
- Coordinate with developers, agencies, consultants, and regional partners
- Participate as a voting member of the Board of Public Works
- Oversee grant applications, administration, and compliance
- Negotiate and administer union contracts
- Manage citizen inquiries and complaints
- Ensure regulatory compliance, workplace safety, and risk management
- Supervise maintenance of City vehicles and equipment
- Support succession planning and staff development
- Support and oversee after-hours operation scheduling

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	Bachelor of Science in Civil Engineering is required. Coursework in Public Administration is preferred, or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	Minimum of 10 years of progressively responsible civil engineering experience, including municipal engineering leadership.
Certifications/Licenses:	Must possess a valid driver's license. Employee must be registered as a Professional Engineer in Wisconsin (or ability to obtain within the first six (6) months of employment).

KNOWLEDGE, SKILLS, & ABILITIES

- Comprehensive knowledge of public works administration and civil engineering principles
- Strong municipal budgeting and financial management skills
- Ability to lead large, multi-division operations
- Proficiency with engineering and office software systems
- Strong written and verbal communication skills
- Ability to interpret ordinances, policies, and technical documents
- Advanced engineering calculation and analytical skills
- Sound judgment, ethical leadership, and ability to manage complex, high-pressure situations

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein 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.

Manual Dexterity:	Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movement in operation of calculator, telephone, and computer keyboard and utilize a transit instrument, surveying equipment and manual labor. Vision abilities include distant and close vision, depth perception, and ability to focus and differentiate color. The employee must be alert around construction equipment.
Physical Effort:	While performing the duties of this job, the employee is required to sit, stand, walk, climb, stoop, kneel, and use both hands, talk, and hear. The employee is required to lift up to 50 pounds.
Working Conditions:	While performing the duties of this job, the employee is regularly exposed to outside weather conditions; regularly walking over uneven terrain; and uses ladders for access to areas. The noise level in the work environment is usually moderate, occasional exposure to heavy construction equipment, pavers, and backhoes, are part of inspection operations. The employee has to be aware of safety requirements on and off construction projects.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.