
Job Title:	Assistant Director of Public Works	FLSA Category:	Non-Exempt
Department:	Public Works	Pay Type:	FTE Hourly
Reports To:	Director of Public Works	Hourly Rate:	DOE/DOQ

POSITION SUMMARY

The Assistant Director of Public Works (ADPW) is a working supervisor over the Streets and Buildings & Grounds Divisions. The role provides hands-on leadership, directing and participating in maintenance, repair, construction, and operations across City infrastructure, facilities, parks, and public spaces. The ADPW assigns work, manages resources and schedules, ensures safety and quality, and collaborates with the Director of Public Works on projects, seasonal operations, and emergency response. The position also serves as a public-facing representative. Strong leadership, technical skills, and the ability to perform and supervise diverse public works tasks are essential.

ESSENTIAL DUTIES & RESPONSIBILITIES

Operational Leadership & Crew Supervision

- Lead, direct, and supervise Public Works crews.
- Assign tasks, set priorities, monitor work, and provide training.
- Enforce safe practices, procedures, and City policies.
- Plan maintenance, seasonal operations, special projects, and resource use with the DPW.
- Coordinate workflow, equipment use, and materials.
- Assist with onboarding, development, and evaluations.

Grounds, Facilities & Infrastructure Operations

- Oversee and perform maintenance of buildings, facilities, parks, athletic fields, trails, cemeteries, and green spaces.
- Perform and supervise mowing, trimming, landscaping, planting, turf care, and forestry tasks.
- Oversee and perform construction, repair, and maintenance of streets, sidewalks, parking lots, curbs, storm drains, and related infrastructure.
- Operate and supervise use of light-to-heavy equipment (loader, grader, roller, skid-steer, sweeper, plow, backhoe, etc.).
- Lead snow and ice operations across streets, sidewalks, facilities, and parks.
- Manage stormwater inspections, repairs, and preventive maintenance.
- Ensure coordination of cemetery grounds care, burial support, and records.
- Support event setup, seasonal decorations, and community projects.

Equipment, Vehicle & Facility Oversight

- Oversee maintenance and readiness of vehicles, tools, and equipment.
- Coordinate repairs of vehicles, small engines, and machinery.
- Ensure proper equipment use, maintenance, and logging.
- Maintain inventory and assist with procurement.

Project Coordination & Administrative Responsibilities

- Assist the DPW with planning, budgeting, scheduling, and project oversight.
- Maintain records of work, materials, inspections, and equipment.
- Prepare updates, safety materials, and operational reports.
- Support capital planning, contractor coordination, and long-term infrastructure planning.
- Communicate with residents, contractors, businesses, and City departments.
- Perform other related duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership and supervisory skills.
- Knowledge of building maintenance, landscaping, horticulture, and tree care.
- Knowledge of street maintenance, construction, and stormwater systems.
- Proficient operation of light-to-heavy equipment.
- Strong problem-solving and decision-making.
- Effective verbal and written communication.
- Ability to read technical instructions, schematics, maps, and plans.
- Ability to manage multiple priorities and adapt quickly.
- Knowledge of OSHA and municipal public works procedures.
- Ability to maintain positive staff, contractor, and public relations.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- High school diploma or equivalent (GED) required; associate's degree or technical training in a relevant field is strongly preferred.
- Experience in public works, construction, landscaping, forestry, maintenance, equipment operation, or related fields.
- Prior supervisory or lead experience required.
- Valid Wisconsin Driver's License with acceptable record.
- Wisconsin Class B CDL without air-brake restriction (or obtain within 6 months).
- Certified Pool Operator (CPO) certification (or obtain within 6 months).
- Equivalent combinations of training and experience considered.

PHYSICAL DEMANDS, WORK ENVIRONMENT & WORK HOURS *The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Physical Demands:

- Perform strenuous tasks in all weather conditions, including extreme heat, cold, rain, or humidity.
- Frequent sitting, standing, walking, climbing, crouching, kneeling, carrying tools, and operating equipment; shoveling, raking, digging, and similar tasks, sometimes for prolonged periods.
- Lift/move 50–100 lbs.
- Maintain precise hand-eye coordination to operate tools, machinery, & heavy equipment safely.

Work Environment:

- Primarily outdoors in varying weather including exposure to wet, humid, hot, or cold weather, as well as dust, pollen, insects, and other outdoor elements. The role has exposure to noise, vibrations, heights up to 50 feet and chemicals (e.g. pesticides, de-icing agents).

Work Hours:

- **Standard Schedule:** Work hours are typically 7:00 AM to 3:30 PM, Monday through Friday, constituting a standard 40-hour work week.
- **Seasonal Variations:** Seasonal workloads, such as snow removal or peak landscaping periods, may require extended hours beyond the standard schedule, including occasional weekend work.
- **Flexibility:** The employee must be available for occasional overtime or weekend assignments as directed by the Director of Public Works to meet operational needs.

The City of Richland Center 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.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.