**PUBLIC WORKS DEPARTMENT HEAD – Job Opportunity**

The City of Gillett is seeking a highly motivated, experienced public works professional to manage and operate the public works department. The position reports to the Council/or Council Chair and is responsible for all business functions including: planning, budgeting, policy implementation, personnel, operations, finance, rates and customer service, plowing, chipping, leaf pickup, etc.

The successful candidate will be a strong leader and working supervisor with excellent business judgement who will be responsible for assuring the financial health of the organization while meeting key business objectives including high reliability, excellent customer service and a safe work environment.

Applicants should have a combination of education and experiences that provides knowledge, skills and abilities in municipal public works. Strong communication and team building skills are essential. CDL is required. Salary and terms are commensurate with experience ranging. 40 hours a week. Monday – Thursday 6a-4p. Must be available for on-call snow and rotating weekends for Utility.

1. Ability to supervise the work of others in a manner conducive to full performance and high morale.
2. Ability to maintain effective working relationships with representatives of other agencies, City officials, employees and the public.
3. Working knowledge and operation of heavy equipment.
4. Ability to maintain records and schedule activities relative to his/her responsibilities.
5. CDL required
6. Must possess mechanical skills to maintain and repair various equipment.
7. Pass DOT physical and DOT drug test prior to employment.
8. Pass background check prior to employment.
9. Must have a response time of 20 minutes.

Full job description located at City Hall.

The City of Gillett is an equal opportunity employer.

**Application deadline: Monday, December 12, 2022 at 4 pm**

**Ways to apply:**

**Indeed.com**

**Online** – http://www.cityofgillett.com/employment

**Pick up** – applications available at: City Hall

150 N Mckenzie Ave

Gillett, WI 54124

**Mail** – Send cover letter, application, and salary requirements and resume to:

City of Gillett

Public Works Position

150 N McKenzie Ave

Gillett, WI 54124