

SEC. 2-3-11 DIRECTOR OF PUBLIC WORKS.

- (a) **APPOINTMENT.** The Director of Public Works, except as noted in Sec. 2-3-1X(b), shall on the effective date of this ordinance or thereafter, for the new office and new position, be appointed by the Mayor and be subject to confirmation by the Common Council. The Director of Public Works, including any current Director of Public Works, shall not be removed except for "cause" as established by the Common Council, and then only by a three-quarters (3/4) vote of the members-elect of the Common Council. The "cause" provision shall not apply for any person appointed to the new office and position during the twelve (12) month probation period, with the time period for the probation period commencing upon appointment and qualification. During this time period, a majority vote of the members-elect of the Common Council may remove the person from this position without "cause" demonstrated.
- (b) **QUALIFICATIONS.** The Common Council, after consultation with the Personnel Committee and Commission on Public Works/Utilities, shall establish the qualifications of the Director of Public Works. The Director of Public Works, at minimum, must meet the residency requirements established by the City. Finally, the successful candidate must, prior to initial employment, complete a successful physical examination as a condition of employment.
- (c) **COMPENSATION.** The salary of the Director of Public Works shall be established by the Common Council. He shall be entitled to vacation time with pay during each calendar year according to the schedule now in effect, plus other benefits available to city employees. He shall not engage in any other remunerative employment or activity within or without the City of Neillsville, except with the approval of the Common Council.
- (d) **DUTIES.** The Director of Public Works shall have the following powers and duties subject to direction and possible additions or deletions of powers and duties as established by resolution of the Common Council:
 - (1) Administration of utilities and public works for the City of Neillsville.
 - (2) General charge and supervision of all public works, including cemeteries, parks and playgrounds.
 - (3) General charge and supervision of all maintenance, repair and construction of streets, alleys, curbs, gutters, sidewalks, bridges, streets, signs, lights and light systems, traffic control devices, house numbering, storm sewers, culverts, drainage facilities, sanitary sewers, city buildings and structures and all machinery, equipment, and property used in any activity under the control of the Director of Public Works.
 - (4) Direct and supervise the operation of the sewage disposal plant system and municipal waterworks systems.
 - (5) General charge of public services, including garbage, recycling and waste collection, snow and ice removal, street cleaning, mosquito and rodent control, weed control and other potential public nuisance abatement activities assigned by the Common Council.
 - (6) Perform, where qualified, engineering and planning duties and, where not qualified, to cooperate with engineers and planners retained or employed by the City of Neillsville.

- (7) Keep all public records and documents required by law and ordinance relating to property and activities under the supervision of the Director of Public Works and to insure that all such other items owned by the City of Neillsville remain the property of the City of Neillsville to be kept at City Hall or other properly designated places as determined by the Director of Public Works.
- (8) Report and recommend to the Commission on Public Works/Utilities, the Personnel Committee and Common Council for promotion, appointment, discipline and/or discharge all Department heads, where applicable, under the supervision of the Director of Public Works.
- (9) Report and recommend to the Commission on Public Works/Utilities, the Personnel Committee and Common Council for promotion, appointment, discipline and/or discharge all other employees under the direction of the Director of Public Works.
- (10) Perform, if appointed and qualified under Section 2-3-10, the duties of the City Building Inspector, including duties related to plumbing, electric and sidewalk inspector.
- (11) Perform, if appointed and qualified under Section 2-3-12, the duties of the City Zoning Administrator.
- (12) Perform, if appointed and qualified under Section 2-3-9, the duties of the Weed Commissioner.
- (13) Perform, if appointed and qualified under Section 2-3-16, the duties of the City Forester.
- (14) Perform, if appointed and qualified under Section 2-3-15, the duties of the Cemetery Sexton.
- (15) Perform, if appointed and qualified under 2-3-13, the duties of the Emergency Government Director.
- (16) Specific administrative duties include:
 - a. Supervise and assist, where necessary, the Department of Public Works/Utilities personnel on all projects.
 - b. Maintain gasoline and diesel fuel records for the Department of Public Works/Utilities.
 - c. Maintain equipment operation records per State requirements (Records used to determine State Aids).
 - d. Provide and supervise services to the public as they relate to public works and public property in the City, including cemetery and recreational property.
 - e. Control and enforce working hours and vacation time for Public Works/Utilities personnel.
 - f. Supervise and control operations of former landfill site.
 - g. Establish discipline and work rules for the Department of Public Works after consultation with Personnel Committee.
 - h. Supervise and assist in proper maintenance of all city owned vehicles.
 - i. Apply appropriate discipline to Department of Public Works/Utilities Personnel, after notification to the person to be disciplined and the Union Representatives, where applicable, after consultation and approval with Personnel Committee and Common Council.
 - j. Control all purchases necessary for efficient operation of Public Works Department.
 - k. Provide by January 15 of the next year an annual inventory on all city equipment and supplies.

- l. Promote city beautification (within budget limits and/or Common Council authorization).
 - m. Control Public Works personnel and equipment on behalf of City in the event of disasters or emergencies.
 - n. Attend regular Common Council meetings where necessary to report on public works projects and operations.
 - o. Carry out orders of the Mayor or Common Council on any specific public works function or activity. Where orders are in conflict, the Common Council order, if made, shall be the operative order. If no Common Council order is made, then any conflict between the Mayor and the Public Works/Utilities Commission or the Personnel Committee shall be brought to the Common Council by the Director of Public Works as soon as possible for action by the Common Council.
 - p. Monitor and be responsible for the safety of employees of the Public Works Department by ensuring a safe working environment and proper instruction in the safe and proper operation and care of all tools, machines and equipment used by said employees.
 - q. Train or see to the training of all Department of Public Works/Utilities personnel.
 - r. Prepare or see to the preparation of all work schedules for the Department of Public Works/Utilities personnel.
 - s. Work cooperatively with the Recreation Director or Cemetery Sexton, when requested by the Recreation Director, the Cemetery Sexton, or the Parks and Recreation Board, to secure the quiet, orderly, safe and suitable uses of the parks and playgrounds, including the facilities and equipment located therein. Work cooperatively with the Cemetery Sexton, when requested by the Cemetery Sexton or the Cemetery Commission, to secure the quiet, orderly, safe and suitable uses of the cemetery and the facilities and equipment located therein.
- 17) Specific budget and property duties are the following:
 - a. Aid the City Clerk and the appropriate committees to budget for the Department of Public Works/Utilities.
 - b. Control the expenditures for the Department of Public Works/Utilities to maximize the value of public expenditures.
 - c. Establish preventive maintenance and inspection schedules, inventory control and other administrative and personnel actions to protect valuable public property and to dispose of and/or replace non-functional, destroyed and/or dangerous property.
 - d. Submit by October 1st each year an annual report detailing proposals, actions, concerns and recommendations to the Common Council for the annual budget.
 - 18) Perform other duties as placed upon the Director of Public Works from time to time by motion, resolution or ordinance of the Common Council which shall have the right to amend the duties of the Director of Public Works.
 - 19) Serve on City Committees as established by the Code of Ordinances or as appointed by the Mayor and confirmed by the Common Council.