

## Position Description

Class Title: Operator  
Department: Public Works Foreman FLSA Status: Non-Exempt  
Location: City Shop  
Date Posted: April 9, 2025 Position Status: Regular Full Time

### Job Summary:

The City of Eagle River is seeking a dedicated and experienced Public Works Foreman to oversee and coordinate daily operations of the Public Works Department. This position is responsible for performing a wide range of duties to ensure the proper maintenance and operation of municipal infrastructure and public services, including, but not limited to snow removal, street repair, storm and sanitary sewer work, maintenance, and general public works oversight in a northern climate, ensuring the safety and efficiency of city infrastructure year-round. Attend City Council and Planning Commission meetings on a monthly basis.

### Primary Responsibilities:

- **Snow & Ice Removal:** Direct and participate in snow plowing, sanding, salting, and other winter road maintenance to keep streets safe and accessible.
- **Street Maintenance & Repair:** Oversee patching, pothole repair, grading, paving, striping, and drainage system upkeep.
- **Infrastructure Maintenance:** Manage the upkeep of sidewalks, public buildings, parks, and other municipal facilities.
- **Fleet & Equipment Management:** Ensure proper operation, maintenance, and repair of city-owned vehicles and heavy equipment.
- **Project Coordination:** Plan, schedule, and execute public works projects in coordination with city leadership and contractors.
- **Supervision & Training:** Lead and train public works staff, delegating tasks and ensuring adherence to safety protocols.
- **Purchasing, Budget & Inventory Management:** Assist in budget preparation, track expenses, and maintain inventory of materials and supplies.
- **Emergency Response:** Respond to weather-related and infrastructure emergencies, including flooding, power outages, and road hazards.
- **Regulatory Compliance:** Ensure compliance with local, state, and federal regulations, including environmental and safety standards.
- **Public Interaction:** Address resident concerns related to public works, snow removal, and infrastructure maintenance.
- **Storm and Sanitary Sewer:** Oversees the maintenance, repair, and installation of storm and sanitary sewer systems, ensuring proper drainage and wastewater management. Coordinates inspections, responds to emergencies such as blockages or overflows, and

ensures compliance with environmental and safety regulations. Works closely with crews to perform repairs, conduct routine maintenance, and implement system improvements.

- **Other duties as assigned.**

#### **Required Qualifications:**

- High school diploma or GED (Associate's or technical degree preferred).
- Minimum 5 years of experience in public works, construction, street maintenance, or related fields.
- 2+ years of supervisory experience preferred.
- Experience operating heavy equipment, including plows, graders, loaders, and dump trucks.
- Knowledge of road maintenance techniques, drainage systems, and winter operations.
- Ability to read and interpret blueprints, maps, and technical specifications.
- Strong leadership, problem-solving, and communication skills.
- Ability to work long hours in adverse weather conditions, including nights, weekends, and holidays during snow emergencies.

#### **Preferred Qualifications:**

- Valid Commercial Driver's License (CDL) or ability to obtain within 6 months of hire.
- Certification in road maintenance, equipment operation, or safety programs.
- Experience in municipal or government public works.
- Knowledge of GIS mapping and asset management software.
- Knowledge of basic computer use including Microsoft Word, Microsoft Excel, and Microsoft Outlook (email).
- Successful certification in Sanitary Sewage Collection System within 24 months of employment.

#### **Work Environment & Physical Demands:**

- Work is performed outdoors in all weather conditions and may involve exposure to hazardous materials or equipment.
- Must be available for on-call duty, including nights, weekends, and holidays, especially during emergencies.
- Must participate in rotating on-call duty for a minimum of one week/month.
- Requires frequent lifting up to 75 lbs, climbing, bending, lifting, kneeling, and standing for extended periods.
- Exposure to heavy machinery, noise, dust, and hazardous materials.

#### **Compensation and Benefits**

- Competitive hourly wage based on experience and qualifications.
- Benefits package, including health insurance, retirement plan, and paid time off.

**How to Apply:**

Interested candidates should submit a resume, cover letter, and completed application to **City Administrator, City of Eagle River, PO Box 1269, Eagle River, WI 54521, [rcginner@eagleriverwi.gov](mailto:rcginner@eagleriverwi.gov)**. Opportunity will remain open until filled. Applications can be found online at [www.eagleriverwi.gov](http://www.eagleriverwi.gov) or picked up at City Hall.

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The City of Eagle River is an Equal Opportunity Employer and encourages all qualified individuals to apply.