



PUBLIC WORKS DIRECTOR RECRUITMENT GRAND CHUTE, WISCONSIN POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC



PROFILE OVERVIEW

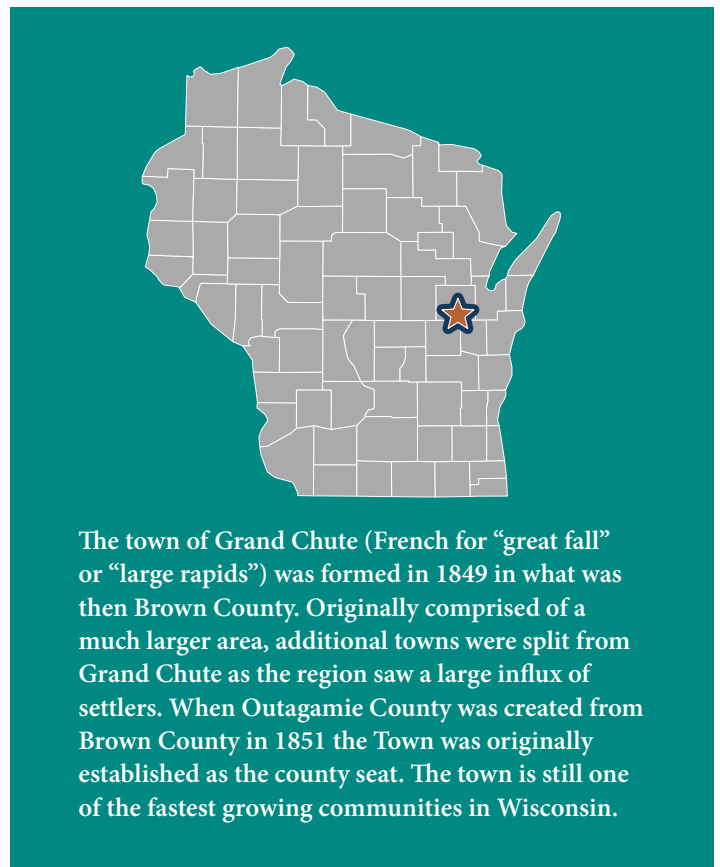
Wisconsin's most populous town (Population 23,987) seeks its next Public Works Director. Located in the dynamic Fox Valley metropolitan area, the Town provides a high quality of life for its residents. Responsible for maintaining, improving and expanding a broad range of public works improvements including streets, parks, water

distribution, sewage collection and stormwater management, the Director is accountable to the Town Administrator. The salary range for the position is \$115,668 to \$148,699, depending on qualifications. Excellent benefits are included and reimbursement for relocation expenses is available.

THE COMMUNITY

Quality of Life

Grand Chute residents enjoy big city amenities in a quiet and safe community. Many of these attractions are located in the Town, itself, including a major regional shopping mall, the Fox River Mall (pictured at the top left of the page.) The Wisconsin Timber Rattlers, a minor league baseball affiliate of the Milwaukee Brewers, play at Neuroscience Field and baseball stadium (pictured at the top right of the page.) Located in Wisconsin's third largest metro area, Grand Chute is the region's commercial and retail center. It is the largest town in Wisconsin, in terms of both population and equalized value, and also one of the fastest growing communities in the state. Grand Chute is just minutes away from major Appleton destinations including museums, a performing arts center and an international airport. The Town hosts an amazing network of trails and biking paths. In total the Town has 24 miles of off-road trails, 21 miles of sidewalk, and 11 miles of bicycle lane. Learn more about Grand Chute by visiting its [website](#).



The town of Grand Chute (French for "great fall" or "large rapids") was formed in 1849 in what was then Brown County. Originally comprised of a much larger area, additional towns were split from Grand Chute as the region saw a large influx of settlers. When Outagamie County was created from Brown County in 1851 the Town was originally established as the county seat. The town is still one of the fastest growing communities in Wisconsin.

THE ECONOMY

Grand Chute enjoys a diverse economy featuring a strong manufacturing base. As the retail and hospitality center of the Fox Valley area the Town attracts thousands of visitors and employees every day. In addition to manufacturing, the region features a diverse range of employment opportunities in fields including education, health care, construction, transportation as well as professional and business services.



Presto Products' Grand Chute plant is one of a number of manufacturing facilities located in the southeast area of the Town. A major regional employer, Presto is a market-leading supplier of products including food storage bags, plastic wrap, reusable containers, waste bags and soil stabilization solutions.



McCain Foods' Grand Chute production facility is pictured above. The company is the world's largest manufacturer of frozen potato products. Based in Oakbrook Terrace, Illinois, the company has 20,000 employees, worldwide with production facilities in six continents.

EDUCATION

Grand Chute is part of the award-winning Appleton Area School District which serves over 16,000 students in 21 different schools and 14 recognized charter schools. In addition to public schools, families have a wide choice of private schools to choose from.



One of the three public four-year high schools in the Appleton Area School District, West High (pictured left) also offers two charter academies: Appleton Technical Academy (A-TECH) and the Renaissance School of the Arts (RSA). "The Terrors" participate in 13 varsity sports. The school offers a robust world languages program as well as numerous fine arts offerings.



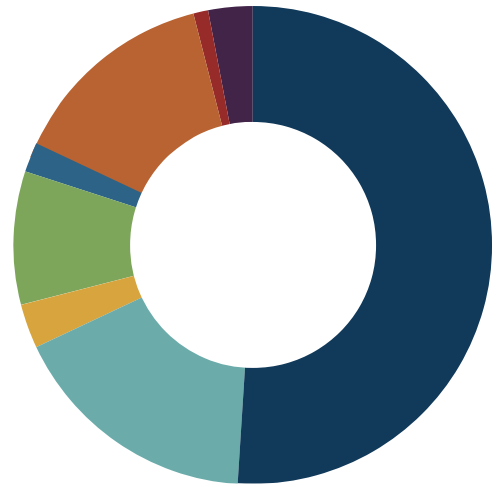
In addition to the main campus building (pictured above) the Grand Chute campus is comprised of a number of specialized facilities including transportation and agricultural centers.

Fox Valley Technical College®, a 2-year public college, serves the Fox Cities region. Its main campus is located in Grand Chute. The college serves approximately 50,000 people each year. Grand Chute is within commuting distance of a number of quality universities including UW-Green Bay, UW-Oshkosh and Lawrence University.

GRAND CHUTE GOVERNMENT

Grand Chute is a town organized under chapter 60 of the Wisconsin Statutes. It is governed by a five-person Town Board consisting of four Supervisors and a Chairperson, each elected to two-year, staggered terms. Approximately 160 employees provide residents with a wide range of services and are organized under eight department heads and an elected municipal judge. The departments include: fire, police, finance, clerk, community development, human resources, information technology and public works. The Town Administrator is appointed by the Board to serve as the chief administrative officer and is responsible for overseeing all aspects of local government management.

Grand Chute's 2024 general fund budget (expense) is \$24.2 million (*broken down as shown on the right*). Utility and Tax Incremental District expenditures are projected to add an additional \$25 million in spending this year.



Town of Grand Chute General Fund

2024 Expenditures | Total: \$24,277,660

Public Safety	\$12,450,115	51.28%
Public Works	\$4,206,860	17.34%
Parks and Rec.....	\$745,163	3.07%
Debt Service	\$2,100,000	8.65%
Capital Projects	\$335,000	1.38%
General Government	\$3,474,752	14.31%
Retirement Payout	\$25,000	0.10%
Contingency.....	\$207,499	0.85%
Community Development	\$733,241	3.02%

\$24,277,630 **100%**

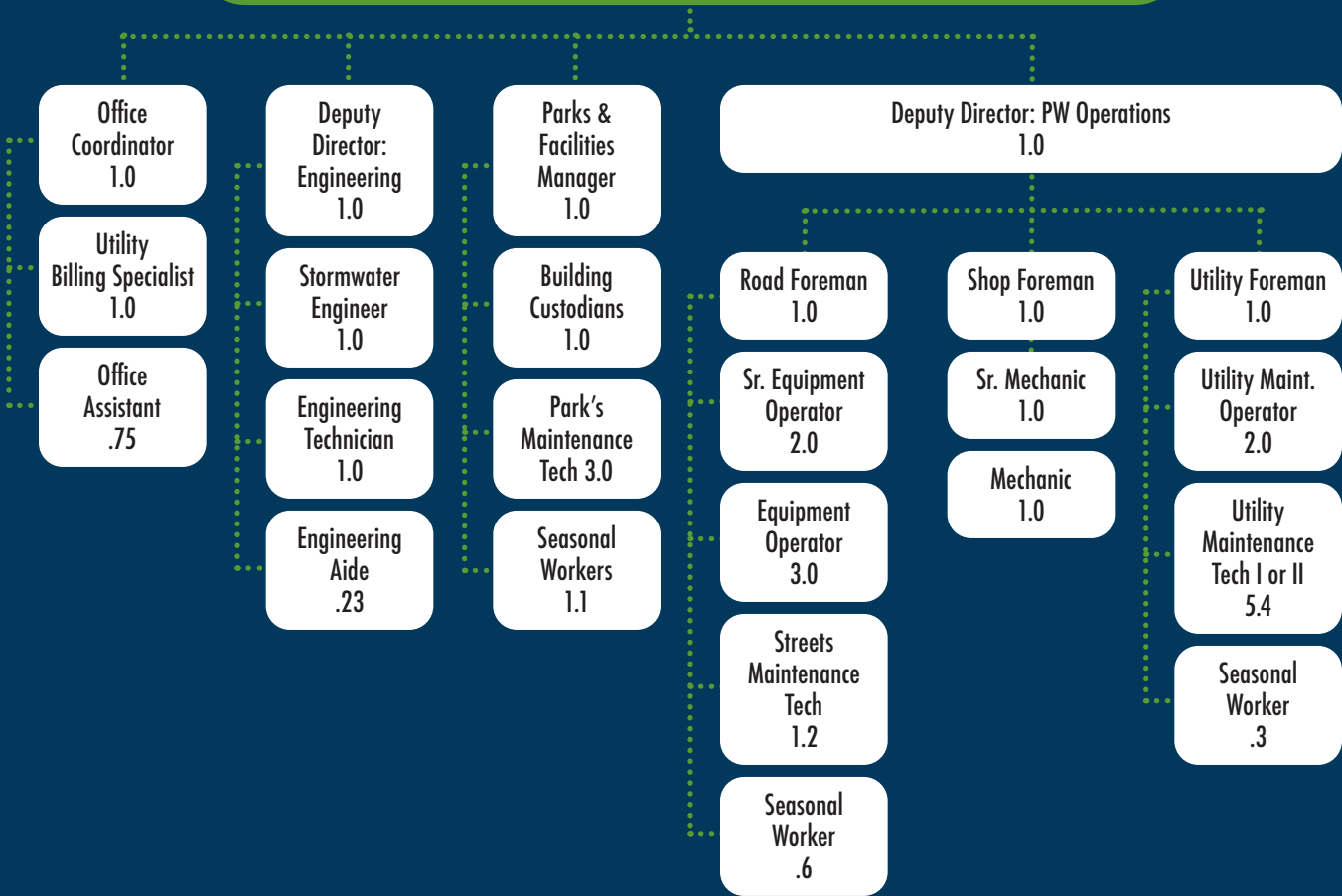
PUBLIC WORKS

The Public Works Department provides, maintains and accounts for the infrastructure and associated services of the Town. These include: Street and Right of Way Maintenance, Winter Street Maintenance, Fleet Services, Street Lighting, Mass Transit, Refuse/Solid Waste, Recycling, Weed Control, and Cemetery. The Department is comprised of approximately 33 full-time equivalent employees. The Department's table of organization is shown on the following page.



Grand Chute is a full-service community that provides its own police and fire departments among other services. The Public Works Department regularly supports all Town departments in activities including fleet and facility maintenance.

DIRECTOR OF PUBLIC WORKS



MAJOR PUBLIC WORKS FUNCTIONS

Streets:

Maintenance, operations, and repairs to streets, trails, sidewalks, medians, and public parking areas. This operation also responds to emergencies where transportation systems are impeded or blocked due to weather and other emergency events. Includes traffic signals - Grand Chute partners with the City of Appleton to operate and maintain traffic signals within the Town.



Town Center Park (pictured above) features nearly 24 acres of open space, a playground and a 4,600 square foot community building. It is one of eight parks maintained by Public Works staff.

MAJOR PUBLIC WORKS FUNCTIONS

Winter Street Maintenance:

Maintains the streets, trails, sidewalks, and public parking areas in a passable condition to allow the free travel of motor vehicles, bicycles, and pedestrians.

Park Maintenance and Forestry:

Maintains eight active parks and over 25 miles of trails.

Fleet Services:

Maintains all vehicles and equipment in Grand Chute's fleet in accordance with industry standards. Fleet services also actively works with internal customers to replace vehicles and equipment based on the current equipment replacement matrix.

Street Lights:

Grand Chute partners with We Energies to operate and maintain street lights within the Town.

Mass Transit:

Grand Chute is a partner in the Valley Transit bus system.

Refuse:

Grand Chute contracts with a refuse hauler for residential refuse pick-up.

Solid Waste:

Grand Chute manages a closed landfill.

Recycling:

Grand Chute contracts with Outagamie County's recycling hauler for the pick-up of residential recyclables.

Weed Control:

Operations and contractor oversight for the notification and cutting of rank growth of weeds and grass and the removal of noxious weeds.

Cemetery:

Maintenance, operations, and repairs for the grass and grounds of the Grand Chute Pioneer Cemetery.



THE POSITION

POSITION SUMMARY

The Director provides senior leadership and management oversight activities for daily operations and engineering as head of the Public Works Department. The following divisions are in public works: engineering, streets, water, sanitary, stormwater, parks & recreation, maintenance shop, and facilities. Responsible for delivering strategic direction, budget and CIP coordination and development, contract management, supply procurement and management, and preparation of various documents, reports, and presentations. Assists in leadership regarding municipal planning, economic development, and grant funding applications. Work is performed in collaboration with the Town's leadership team under the general direction of the Town Administrator.

COMPENSATION

The salary range for the position is \$115,668 to \$148,699, depending on qualifications. Excellent benefits are included and reimbursement for relocation expenses is available.

ESSENTIAL FUNCTIONS

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Provides leadership, employee development, support and supervision to the Public Works Department team. Evaluates the departmental structure and plans to ensure maximum efficiency and effectiveness of the group as well as to provide individuals with growth opportunities. Establishes departmental goals and objectives and sets priorities for completing projects. Directs process improvement initiatives for the Department. Develops work programs for the Department. Performs field observations of projects and departmental programs.
- Prepares and manages the Department's annual budget, including cost estimates, recommendations, and requests for authorization and funding. Directs the preparation of long-range capital improvement plans. Determines project design, construction, and maintenance priorities. Identifies capital improvement projects for consideration. Monitors Department budget activity and progress against Capital Improvement Plan.
- Acts as the Department liaison to the Town Board and Sanitary Commission. Participates in Plan Commission and Park Commission meetings as needed.
- Prepares various reports and recommendations regarding Public Works matters. Performs research as requested by the Town Administrator. Presents regular reports to the Town Board, Town Administrator, and other Boards, Commissions, and government agencies regarding Department activities. Provides overall engineering review of proposed developments and their associated improvements, both in terms of additions as well as impacts on existing physical assets.
- Responds to media requests and acts as a liaison to the public regarding inquires and complaints.
- Coordinates and acts as the Town representative on special projects involving consulting services and contract construction. Works in conjunction with and evaluates the effectiveness of various consulting engineering firms that may be contracted by the Town. Reviews and prepares recommendations on all engineering work referred to consulting engineering firms for engineering assistance. Provides bid recommendations. Meets and negotiates with State and County agencies on Public Works issues. Directs and coordinates Department assistance requested by other Town Departments or other governmental agencies.

These are representative duties of the position. The full position description is available to candidates upon request.

THE IDEAL CANDIDATE

The Town seeks a leader with the ability to build strong teams and manage diverse operations. The position requires a professional who possesses exceptional communication skills and who can educate and work with all stakeholders to develop a shared vision that will ensure the community's continued status as a growing and vibrant community.

SKILLS & EXPERIENCE

This position requires knowledge and understanding of civil engineering principles and a proven track record of successfully managing public works projects. The successful candidate will have developed and executed complex capital improvement plans as well as operating budgets. The ability to retain quality staff and develop talent within the Department are crucial skills.

QUALIFICATIONS

Requires a bachelor's degree in civil engineering, public administration, business administration or related field along with eight or more years of progressively responsible municipal public works experience including preparation and/or review of complex, comprehensive engineering plans and specifications. A minimum of three years of supervisory experience is required. Registration as a Professional Engineer in Wisconsin is a preferred credential. The Town may consider any equivalent amount of credentials, licenses, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.



Outdoor enthusiasts have numerous venues to choose from in the Town and surrounding area. The Gordon Bubolz Nature Preserve (pictured above) is an amazing natural spot within the Town. With over 700 acres, the preserve is an important ecological spot in the Fox Valley. This privately owned preserve has a beautiful lodge available for meetings, weddings and other events. The preserve also features over 8.5 miles of trail, a playscape and observation deck, among other attractions.

HOW TO APPLY

Email cover letter, résumé, salary history and three professional references (*in one PDF file*) to Public Administration Associates, LLC, Attn: Bruce Stelzner, Associate at bruce.stelzner@yahoo.com by April 8, 2024.

Confidentiality must be requested and cannot be guaranteed for finalists.