



Director of Public Works Village of Little Chute, Wisconsin

Position Profile



Public Administration Associates



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Director of Public Works - Village of Little Chute, WI (Population 12,164)

Little Chute is seeking a dynamic and proven public works professional. The village has engaged Public Administration Associates, LLC to conduct the recruitment and selection process for this position.

The Little Chute Community

Located in Outagamie County in northeastern Wisconsin, Little Chute has a current population of 12,164. Consisting of 4,334 acres, the Village of Little Chute is located adjacent to Interstate 41 (I-41). Little Chute is a part of the Appleton metropolitan statistical area (MSA) which has a population of 237,974. Immediately surrounding the village are several urban communities. The City of Appleton borders on the west. Three neighboring communities, the City of Kaukauna, and the Villages of Combined Locks and Kimberly, as well as Little Chute all have similar demographics.

Little Chute is a full-service community that distinguishes itself on being a great place to live, work, play, learn and visit as well as providing high quality municipal services. The village has maintained its small-town high quality of life with a strong sense of community coupled with housing affordability. It boasts a strong local economy; thriving downtown and two commercial districts (Gateway and Foxdale Plaza); a high-achieving school district; substantial recreational assets, including the Fox River; easy access to highly rated biking trails; and is known for many local cultural and recreational activities and community events.

Dedicated to fostering a community of learners, the Little Chute Area School District is the premier small school district located in the Heart of the Valley in the Fox Cities metropolitan area. The district serves approximately 1,600 students in one elementary school (PreK-4), one intermediate school (5-6), one middle school (7-8), one high school (9-12) and two charter schools -- Little Chute Career Pathways Academy (9-12) and Flex Academy (K-8). The district's unique size offers a more personal approach to student learning yet offers expansive course offerings at their high school and Academy to meet the diverse academic needs of all secondary students.



Little Chute History

While sharing in the history of northeast Wisconsin, Little Chute has been influenced by two unique factors: the rapids and portages along the Fox River and the coming of Dutch Catholic settlers in 1848. Prior to and during the early European settlement, the Fox-Wisconsin Waterway to the Mississippi River system was one of the most heavily traveled routes between the Great Lakes and the Mississippi River. Afterward canals and locks were built to circumvent these rapids. In 1836, the Treaty of the Cedars was signed near Little Chute by the Menominee Indians who inhabited the area, which ceded to the United States four million acres between the Fox, Wolf and Menominee Rivers and resulted in the tribe moving beyond the Wolf River to the west.

Father Theodore J. Van den Broek, a Dominican missionary, is credited with the establishment of Little Chute as a Catholic Dutch American community. Father Van den Broek was born to wealthy parents in Amsterdam, Netherlands in June 1784. In 1834, he was ordered to Green Bay to an established Dominican mission and then to La Petite Chute in 1836. There he built the first church for the Menominee Indians, St. John Nepomucene, one of several he would establish in the area.

Father Van den Broek wrote letters about the area and employment opportunities to groups in the Netherlands. By 1848, three wooden sailing vessels brought approximately 918 Dutch Catholic immigrants.

The State "Fox and Wisconsin Improvement Company" took over operations of the private Fox River Canal in 1850 and finished the canal and adjoining dam by 1856. Railways approached from the south and steamship lines were established on Lakes Michigan and Winnebago. The 16 feet of water head at La Petite Chute and other falls was used for mills, a practice that continues. In 1898, the 943 residents of La Petite Chute petitioned the State of Wisconsin for incorporation as the 1,393-acre Village of Little Chute, which was formally granted on March 8, 1899.



The Little Chute Municipal Organization

The Village of Little Chute has a governing body made up of seven village board members, including a Village President, who are elected on a non-partisan basis for a three-year term. The village provides a full range of municipal services including police, fire protection, library, museum, parks and recreation, public works, water and sanitary sewer.

A Village Administrator is appointed by the Board to serve as the chief administrative officer. The administrator serves as the head of the administrative branch of the village and is responsible to the seven-member Village Board for the proper administration of all affairs of the village.

The Director of Public Works serves under the general direction and supervision of the Village Administrator and is subject to the appointment of the Village Board.



Ideal Candidate Attributes

The Village of Little Chute is looking for the following attributes in their recruitment for the Director of Public Works:

Skills and Past Performance

Strong Communication and Leadership Abilities. Excellent communication skills are a must, including the ability to listen and understand (rather than to immediately respond), communicate with various community stakeholders and partners, and develop good relations with elected leadership and village staff. The Village desires a Director of Public Works who has strong engineering and project management skills, can manage outside contractors, both construction and engineering, develop and manage budget development and control expenditures and develop long term planning and project execution. This individual must be willing to devote the necessary time to achieving the goals and objectives established by the Village Board and Village Administrator. Knowledge of village operations and demonstrated leadership qualities are desirable. Must have demonstrated experience in supervision of employees, financial management and budgeting. Must have public financial and budgeting acumen and demonstrate prior experience in managing a budget. Experience and expertise in planning and carrying out capital improvement projects on a long-term basis is desirable, as well as positioning the city to receive state and federal grants.

Personal Qualities

Candidates must have both personal and professional integrity. They must be able to demonstrate collaborative management and team-building skills. Must utilize active listening skills in conjunction with effective leadership skills. Must have a strong work ethic and positive, productive attitude to citizens of Little Chute. Must not be afraid of conflict and be willing and able to mediate conflictual situations when necessary and appropriate. An ability to be an "out of the box" type of thinker is also desired. A person with a high degree of emotional intelligence is desired, particularly one who is adept at both self-management and their management of relationships with others.



The Director of Public Works Management Responsibilities

The director of Public Works will oversee and manage the following divisions:

GIS.

Management of Geographical Information Systems (GIS) to provide broad access of information by integrating hardware, software, and workflows to capture, manage, and display different forms of spatially referenced information. These capabilities are used to develop data into resources that can reveal critical information to assist in providing solutions to complex problems.

Street Repair and Maintenance.

Provide high quality, innovative and cost-effective maintenance to Village infrastructure, street and traffic signs and rights of way while providing the highest service level possible to the citizens of Little Chute. Maintain a proactive and preventative customer-service approach to street repair and maintenance promoting a community in which the citizens of Little Chute are proud to live and work.

Support Services.

This budget provides for the overall coordination of the Village employee safety program, operations, and maintenance of the Municipal Services Building. The Director of Public Works is responsible for the safety program and the overall operations of the building.

Fleet Maintenance.

Maintain, repair, and evaluate all Public Works and Parks, Recreation and Forestry vehicles keeping accurate records. The Director of Public Works is responsible for overall operations of this budget.

Winter Maintenance.

To provide safe winter driving conditions for motorists and pedestrians within the budget guidelines established by the Village Board. The objective goal is to provide adequate traction for vehicles properly equipped for winter driving.

Weeds.

To provide effective code enforcement of noxious weeds (grass and weeds to not exceed 8" in height – only one notice given per growing season).

Recycling.

Provide timely curbside pickup of recyclable items. At the end of the month nonmetal items are picked up that do not fit inside of the refuse polycart and quarterly pick up of large metal items. Services also include quarterly pickup of appliances normally containing freon.

Engineering Services.

Responsibility for planning, managing, maintaining, designing and inspecting all new and existing City infrastructure within the public right of way. Generally, this consists of the storm water collection system, sanitary collection system, water distribution system, streets, terraces, and sidewalks.

Utilities.**Stormwater**

The Director of Public Works manages the utility including annual reports to the Wisconsin DNR, implementation and compliance with the TMDL, management and maintenance of both private and public collection and treatment systems, public outreach, and capital budgeting for long term project development, including compliance with the City's TMDL.

Water Utility

The water utility is responsible for providing a safe reliable drinking water supply for the residents and businesses of Little Chute. The Director works with the Superintendent to ensure the annual maintenance is being performed and planning for significant capital improvements is in place. The Director specifically manages rate cases, main replacement, and larger strategic projects such as new pressure zones and standing water needs.

Sanitary Sewer Collection System

The Director works with the Heart of the Valley Metropolitan Sewerage District to ensure Village effluent is acceptable for treatment, The Director manages the entire collection system.

Storm Sewer System

The Storm Sewer Collection System is an overland and underground village utility that we will focus on in 2025. Cleaning out, and evaluating, catch basins and manholes to prevent debris from choking the system, and removing debris and sediment from buried pipes. This program will commence in areas of the village with older pipes and structures to catalog repair needs



Future Challenges and Opportunities

Overall, the person in this position will have the opportunity to make a huge difference in a small community and see the tangible results of their work. The Village of Little Chute is on the cusp of more growth and development than it has seen in the last 20 years. The Village is focused on supporting business and housing development while maintaining high-quality essential services.

Future opportunities include maintaining momentum on current infrastructure projects; grant administration; development of a cohesive team culture across the department's distinct missions; development and retention of DPW staff; and the overall upgrading of the Village's aging infrastructure within existing fiscal restraints. Upcoming projects include a new fire station, water tower and infrastructure expansion in new growth areas.



How to Apply

If you are interested in this challenging and rewarding role, please send your cover letter, resume, salary history, and 5 work-related references (in one PDF file) to Public Administration Associates (PAA), LLC.

Attn: Bruce Stelzner, Associate

Address: 1155 W. South Street Whitewater WI 53190

Phone: 262-903-9509

E-mail: bruce.stelzner@yahoo.com

Application Deadline: April 30, 2025

Confidentiality must be requested by the applicant and cannot be guaranteed for the finalists.

For More Information

Visit the community website at www.littlechutewi.org.



Watch the Little Chute Director of Public Works Video Announcement
<https://youtu.be/fzeR9UqFs0E>