

VILLAGE OF STURTEVANT
ON THE MOVE





Public Works Director
Sturtevant, Wisconsin

Position Profile

Public Administration Associates



The Sturtevant Community

The Village of Sturtevant is in Racine County, WI, on the dynamic and fast-growing I-94 corridor between Milwaukee and Chicago. Originally known as Parkersville, named after the Parker family, early settlers in the area, the community adopted the name Sturtevant in 1923 when it incorporated as a Village.

Today, the Village of Sturtevant has approximately 7,000 residents, with a daytime population that increases to nearly 25,000. The Village is 10 minutes from the City of Racine, 30 minutes from Milwaukee, and an hour from Chicago. You can enjoy the quiet of Sturtevant, but if you are craving the energy of big-city life in Chicago or Milwaukee, the Village has easy access to Interstate 94 and houses one of the few Amtrak depots with convenient service to Milwaukee or Chicago's Union Station. The Village maintains all facilities, parking, and grounds for the Amtrak Sturtevant Depot under a long-term lease agreement.

Sturtevant is a thriving community with good schools, safe neighborhoods, a family-friendly environment, open-space parks, and a genuine community spirit. The community offers numerous amenities for residents and visitors, including a small-town feel, local character, and four-season recreational activities for all ages. Multiple open-space parks with playgrounds, a dog park, and biking and walking trails that are part of the expansive Root-Pike River Parkway system, plus an active youth baseball and softball league and summer and winter programs. The Community spirit runs high with annual community holiday celebrations. The Village also offers a variety of retail shopping, food, and service options.

Sturtevant is part of the Racine Unified School District. A broad array of post-secondary education is available nearby in the metropolitan Milwaukee area, including the University of Wisconsin–Parkside, the University of Wisconsin—Milwaukee, Carthage College, Marquette University, and Milwaukee School of Engineering. Gateway Technical College and Milwaukee Area Technical College offer a wide range of technical education programs. Through exemplary academic and co-curricular programs, learners develop essential skills needed to be creative, critical, and confident problem-solvers who are engaged and motivated to adapt to the constantly evolving world.

According to the 2020 U.S. Census, the community's median home value is approximately $230,000. The median household income is $86,000 per year. The median age is 38 years. By occupation, jobs in Sturtevant are split between blue-collar and white-collar. Sturtevant's population is diverse, with the 2020 U.S. Census indicating a racial makeup of 74% White or Caucasian, 13% African American, 8.7 % Hispanic or Latino, 3% Asian, and 1.8% Native American.

The Village has nearly 250 domestic, international, commercial, and industrial businesses such as Andis Company, Kerry Seasonings, Bombardier Recreation Products, Cree Lighting, Grand Appliance, and many others. The Village works very closely with the Racine Economic County Development Corporation (RCEDC) on a variety of business development initiatives. Here is a link to the RCEDC website, which highlights some of those Sturtevant projects:

https://rcedc.org/why-racine/communities/sturtevant

Here is a link to Sturtevant's Comprehensive Plan:

https://www.sewrpc.org/SEWRPCFiles/Publications/CAPR/capr-301-comprehensive-plan-for-racine-county.pdf





The Village Public Works Director Position

The Village Public Works Director reports directly to the Village Administrator and leads the DPW, Utilities, Facilities, and Building Inspection operations. In addition, the Director is responsible for Capital Improvement planning, coordination and implementation.

The Village government is led by a Village President and six Village Trustees who are elected on a non-partisan basis. The Village President and Village Trustees are elected by general election for a term of two (2) years. In odd years, the Village elects the Village President and three (3) trustees. In even years, the Village elects the other three (3) trustees.

The following are the Public Works Director's essential job duties as contained in the current job description:

Department Leadership and Personnel

- Direct, organize, schedule, and evaluate daily Public Works operations and establish work priorities based on safety, service needs, staffing, weather, and available resources.
- Supervise, train, develop, and evaluate Public Works employees; assign work, review performance, address workplace concerns, and recommend hiring, discipline, and other personnel actions in accordance with Village policy.
- Coordinate after-hours response, snow and ice operations, storm response, water or sewer emergencies, and other urgent Village needs.
- Maintain department records, schedules, policies, procedures, asset information, inspection documentation, and regulatory files.

Infrastructure Operations and Maintenance

- Oversee the inspection, maintenance, repair, and improvement of Village streets, alleys, sidewalks, curb and gutter, signs, pavement markings, drainage systems, storm sewers, sanitary sewer infrastructure, water distribution facilities, parks, public grounds, trees, buildings, equipment, and other Village assets.
- Plan and oversee snow and ice control, street sweeping, leaf collection, yard waste operations, mowing, tree maintenance, brush and storm-debris response, and seasonal maintenance programs.
- Monitor the condition of infrastructure and equipment, identify deficiencies, establish maintenance cycles, and recommend repair, rehabilitation, and replacement priorities.
- Coordinate utility locates, right-of-way activities, excavation and driveway work, restoration requirements, and work performed by private utilities and contractors within Village rights-of-way.
- Inspect work in progress and completed work for compliance with plans, specifications, permits, Village standards, and acceptable construction practices; document deficiencies and pursue corrective action.
- Operate vehicles and equipment and assist with field work when staffing, emergencies, or operational needs require.

Utilities Stormwater and Environmental Compliance

- Support the dependable operation of the Village's water distribution and sanitary sewer systems, including coordination with regional utilities, laboratories, engineers, contractors, and regulatory agencies.
- Administer or coordinate the Village's municipal stormwater program, including MS4 permit obligations, illicit discharge detection and elimination, construction and post-construction requirements, public education, pollution prevention, inspections, recordkeeping, and required reporting.
- Coordinate water quality sampling, system flushing, valve and hydrant maintenance, sewer cleaning and inspection, catch basin cleaning, outfall inspections, and other preventive maintenance programs.
- Respond to utility service concerns, investigate system problems, and coordinate emergency repairs while maintaining required notifications and records.
- Maintain required operator certifications and ensure departmental practices comply with applicable federal, state, county, and local requirements.

Capital Improvement and Project Management

- Develop and maintain short- and long-range capital improvement plans for streets, utilities, stormwater facilities, buildings, vehicles, and equipment.
- Define project needs and scopes; develop cost estimates and schedules; assist with engineering selection, design review, bidding, award recommendations, construction administration, and project closeout.
- Serve as the Village's primary operational contact for engineers, contractors, developers, utilities, and partner agencies on public works and infrastructure projects.
- Review plans, studies, development proposals, permits, and agreements for operational impacts, constructability, utility capacity, drainage, access, long-term maintenance, and compliance with Village standards.
- Monitor contractor performance, quantities, change requests, pay applications, restoration, warranties, and correction of defective work.

Budget Purchasing and Asset Management

- Prepare and administer annual operating and capital budgets for assigned departments, utilities, and programs; monitor expenditures and explain significant variances.
- Prepare specifications, solicit quotations or bids, evaluate proposals, recommend awards, and manage purchases in accordance with Village policy and applicable procurement requirements.
- Manage the Village's fleet, tools, materials, facilities, and public works inventory; plan replacements and promote cost-effective lifecycle management.
- Review invoices, purchasing documentation, contractor billings, project costs, and allocations among appropriate funds or utilities.
- Identify grant and outside-funding opportunities and assist with applications, administration, documentation, and reimbursement requests.

Administration Public Service and Intergovernmental Coordination

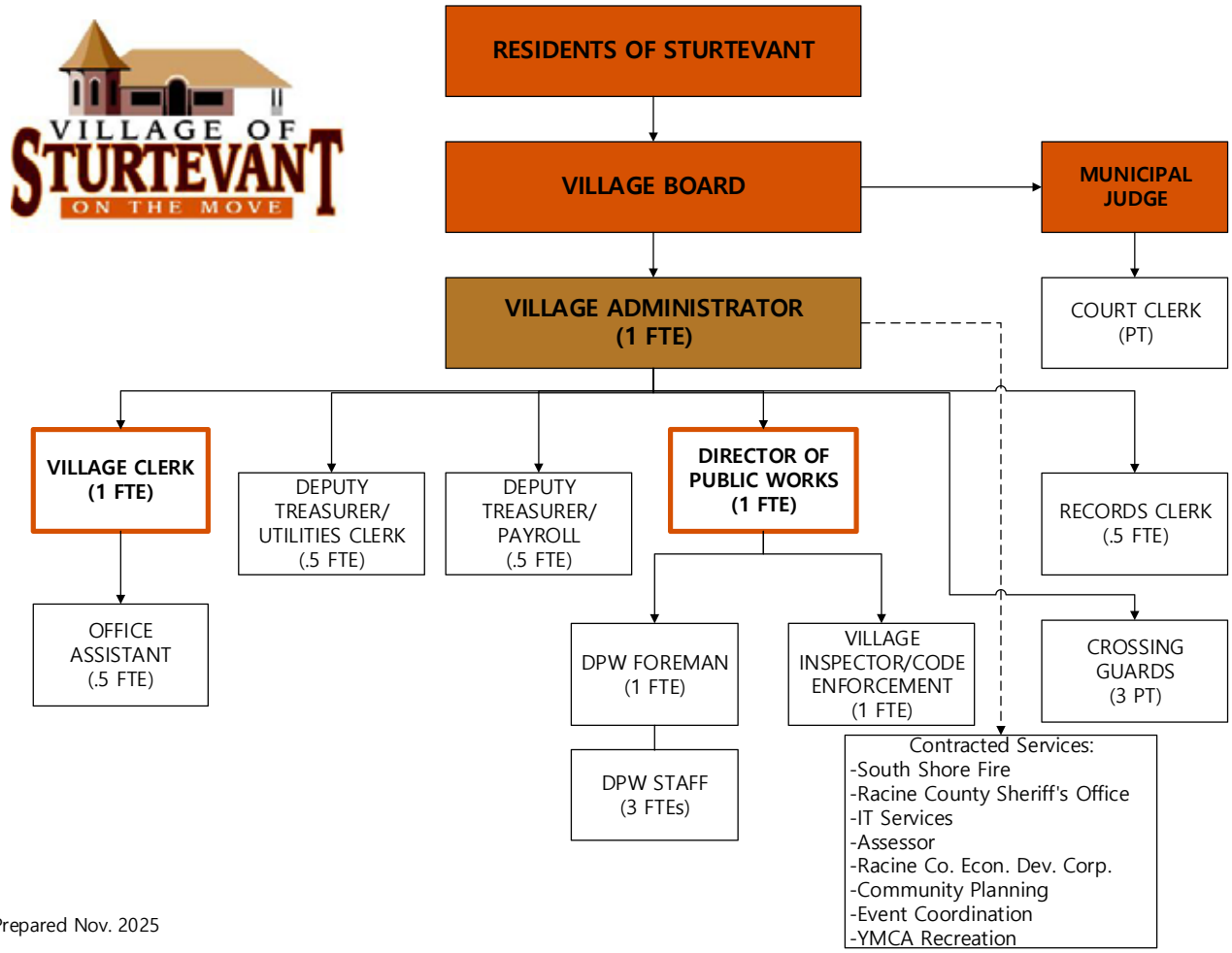
- Advise the Village Administrator, Village Board, committees, and commissions on public works operations, infrastructure conditions, regulatory requirements, capital needs, policy options, and recommended actions.
- Prepare clear written reports, memoranda, notices, agenda materials, specifications, procedures, and correspondence; attend meetings and present information when requested.
- Respond professionally to resident, business, and property-owner questions and complaints; investigate concerns, explain Village responsibilities and standards, and coordinate appropriate follow-up.
- Coordinate with the Village Clerk, Finance Department, Police Department, Fire Department, building inspection and code enforcement personnel, neighboring municipalities, Racine County, the Wisconsin Department of Transportation, the Wisconsin Department of Natural Resources, utilities, railroads, and other agencies.
- Assist with enforcement of Village ordinances and permit conditions related to streets, sidewalks, rights-of-way, drainage, trees, utilities, property maintenance, and public infrastructure, as assigned.
- Perform other duties and special projects consistent with the responsibilities of the position and as assigned by the Village Administrator.



The Village Municipal Organization

The Village provides a full range of municipal services, including police, fire protection/EMS (contracted with South Shore Fire/EMS, which includes the adjacent Village of Mt. Pleasant), public works, parks, recreation, and utilities (including sanitary sewer and stormwater utilities). The Village currently employs 20 full-time and 29 part-time and contracted employees.

The DPW Director oversees five (FT) full-time staff and two (2) part-time staff as well as contracted services, including engineering consultants and refuse/recycling services.



Prepared Nov. 2025



DPW Budget/CIP

The Village of Sturtevant 2026 Budgets that the DPW Director oversees are the following:

General Fund DPW Operations (including Bldg. Inspections, Parks, Refuse/Recycling, Street Lighting and Village Hall)-$1,551,556
Capital Projects (including Equipment, Village Hall and Streets)-$758,561
Sewer Utility-$2,326,188
Sidewalks-$35,000
Stormwater Utility-$437,028

Total-$5,108,333

The full Sturtevant 2026 Budget is available at this link:
https://www.sturtevant-wi.gov/media/8901

Sturtevant currently has one active tax increment district (TID #4) focused on redeveloping the Durand Avenue and Wisconsin Street corridors of the Village. TID #4 projected revenues for 2026 are $3,731,505, which is $572,961 over the TID #4 projected expenses of $3,158,544.

The Village recently received an Aa3 bond rating from Moody's Ratings (May 23, 2025). Moody's cited higher-than-median resident incomes, full property values per capita, and lower-than-median debt and long-term liability ratios as rationale for this favorable rating.



The Ideal Candidate

A strong background in supervision; budget development and management; facilities management; sanitary sewer operations; and capital improvement planning and execution, and the ability to cultivate positive and productive relationships with the village board, Village staff, and community members. The successful candidate will demonstrate a high level of professional and personal integrity; a strong work ethic (commitment to public service); open, positive communication skills; the ability to build and lead the DPW team to address community issues and problems; and the ability to see the big picture and assist in moving Sturtevant forward.

Sturtevant’s next public works director will be both professionally and personally challenged. Among the opportunities that the next public works director will face are the following:

- TID #4 Redevelopment (Durand and Wisconsin Street Corridors)
- South Park development
- Establishment of a long-range Village Capital Improvements Plan (CIP)
- Village DPW staff professional development and retention
- Facilitation of business and residential expansion efforts
- Continued development of intergovernmental partnerships
- Creative fiscal management

Requires an Associate degree or advanced technical training in public works, civil engineering technology, construction management, water or wastewater operations, public administration, or a related field, with at least 5 years of progressive public works or construction leadership experience. Must have the ability to obtain and maintain certifications required for assigned Village utility operations within a reasonable timeline established by the Village. Wisconsin Commercial Driver's License (CDL) or ability to obtain.



Compensation and Benefits

Salary: $90,000-$105,000K DOQ, plus excellent benefits. The Village participates in the Wisconsin Retirement System (WRS), which is 100% funded and regarded as one of the best-managed public pension systems in the U.S. The Village also offers health, dental, and vision insurance coverage.

The Village encourages the DPW Director's professional development and budgets ample funding for participation in professional organizations such as APWA and WPWA, as well as attendance at their annual conferences.

How to Apply

Send cover letter, resume, salary history, and references to Public Administration Associates, LLC

Attn: Sue McDade, Vice President
Address: 1155 W. South Street Whitewater WI 53190
E-mail: smcdade@public-administration.com

Application Deadline: November 28, 2026

Questions regarding the Sturtevant Village Administrator executive search should be directed to:

Attn: Kevin Brunner, PAA President
Phone: 262-903-9509
E-mail: kevin.brunner1013@gmail.com

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

Recruitment and Selection Schedule

10/13/2026-10/26/2026-Completion of Village DPW Director Desired Experience, Qualifications and Qualities Assessment Process with Village Board and Staff. PAA Gathering of Information for Director Marketing Materials- PAA Drafting of Position Announcement

10/26/2026-Village Approval of Position Announcement

10/27/2026-Text Announcements Placed Online

10/30/2026-Village DPW Director Position Profile Posted on Social Media Platforms/Sturtevant Position Profile Sent to Targeted Candidates

10/28/2026-11/28/2026-Recruitment of Potential Candidates

11/28/2026-Application Materials Due to PAA

11/29/2026-Confidential Applicant Mini-Resumes/Candidate Reports Sent to Village Board

12/1/2026-Village Administrator and Committee Review of Mini-Resumes and Selection of Position Semi-Finalists

12/2 - 12/6/2026 - PAA Conducts Zoom Interviews and PAA Reference Reports on Each Semi-Finalist Candidate

Week of 12/7/2026-Selection of Final Candidates by Village Administrator and Committee

Day after Village Selects Finalists- Finalists Notified

Week of 12/14/2026-Finalists will come to Sturtevant for interviews and an assessment center with the Village Administrator, Village Board, and Village Staff

12/15/2026-Village Board Meeting to Formally Approve Employment Agreement with New Public Works Director

1/15/2027-Approximate Start Date for New Public Works Director (Assumes 30-Day Notice to Current Employer)

For more information, visit the community website at **www.sturtevant-wi.gov**.