



VILLAGE OF COTTAGE GROVE, WISCONSIN
DEPUTY DIRECTOR OF PUBLIC WORKS & UTILITIES

Village of Cottage Grove, Wisconsin (7,303). The Village seeks a skilled professional to direct and manage the Village's Public Works Department, including water and sewer utilities. This newly created position will be important addition to the Village's management team, working cooperatively with the Director of Public Works/Deputy Village Administrator. Cottage Grove is a full-service municipality.

The Deputy Director of Public Works & Utilities is responsible for directing and administering the activities of the Public Works Department. This position involves planning and coordinating the programs and services of the department. The Deputy Director helps prepare and present the operating and capital budgets for public works and both utilities totaling more than \$5.3 million (over three funds).

The Deputy Director will be responsible for the supervision of all Public Works & Utilities staff, currently comprised of seven FTEs plus two seasonal employees, including one utility clerk, one foreman, four public works technicians and one utility operations technician. Cottage Grove utilities consist of three community wells, 37 miles each of separate water and sewer mains, and four lift stations; it serves approximately 2,500 residential and commercial customers.

Qualified candidates should have:

- Associate's degree; Bachelor's degree in Business, Public Administration, or Civil Engineering is a plus.
- 5+ years of progressively responsible positions in municipal public works, utilities or any combination of education and experience that provides equivalent knowledge, skills, abilities, including supervisory experience.
- Ability to obtain Wisconsin DNR operator certifications for water and wastewater utilities within 12 months of employment.
- Ability to obtain a Wisconsin Commercial Driver's License (CDL) Class B within six months of employment.
- Well developed skills in effective service delivery, project and time management, creative problem solving and team building.
- Excellent interpersonal, communication and listening skills
- Have a record of responsiveness, problem solving and decisiveness
- Possess a passion for public service; and
- Have a desire to work collaboratively with Village departments in the delivery of Village services

The Village is most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The Village will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.

Starting salary: \$82,000 +/- DOQ, plus exceptional benefits. Candidates should apply by March 28, 2022 (Open until filled) with resume, cover letter and contact information for three work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The Village is an Equal Opportunity Employer.

[Click Here to Apply](#)