

Public Works Director/Village Engineer

Reports to the Village Administrator | Exempt/Full-time | Supervisory Position
Salary Range: \$120,000-\$145,000 (DOQ)

Position Summary

The Village of Sussex is seeking a dynamic Public Works Director/Village Engineer to lead and manage its Public Works Department. This department oversees three utilities—water, sewer, and stormwater—and provides essential services, including operations, building maintenance, and engineering. As a key member of the Village’s management team, the ideal candidate will be a strong, collaborative leader with excellent customer service skills. This position offers the opportunity to shape the role and contribute meaningfully to a growing, vibrant community.

The Village of Sussex Public Works Department delivers traditional public works services and is responsible for contract management and quality control of all Village construction projects.

Key Responsibilities

The essential duties and responsibilities include, but are not limited to:

- Provides leadership, strategic direction, and supervision for all Public Works Department functions.
- Oversees the operation and maintenance of the Village’s water, sewer, and stormwater utilities.
- Manages field operations, including streets, utilities, parks, fleet, and facility maintenance.
- Supervises building maintenance and engineering services.
- Plans, organizes, and directs public works projects and programs.
- Manages construction projects and oversees the capital improvement program.
- Administers contracts and ensure quality control for Village construction projects.
- Prepares and manages departmental budgets and capital plans.
- Collaborates with other departments, elected officials, contractors, and the public to ensure effective service delivery.
- Provides professional engineering expertise and guidance on Village infrastructure and development projects.

The Ideal Candidate

The Village of Sussex seeks a candidate with strong leadership and communication skills, and a proven ability to manage public works operations and engineering projects that support the Village's infrastructure and growth.

Qualifications

- Wisconsin Licensed Municipal Engineer certification.
- Bachelor's degree in civil engineering (Master's degree in Public Administration or a related field is preferred).
- A minimum of five years of progressively responsible experience in civil engineering, public works management, and/or municipal operations, including project administration and supervision.
- A valid driver's license.



The Village of Sussex is an Equal Opportunity Employer.

In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Innovative
Public Advisors

How to Apply

Innovative Public Advisors (IPA) is conducting the executive recruitment process for this position.

Applications are now being accepted until the position is filled,
with a first review no later than August 8, 2025.

Send a **cover letter, resume, salary history, and professional references** to Jay Shambeau
at jay@public-advisors.com. Please direct questions to 262-355-6102.

Learn more at public-advisors.com/jobs.