

# Town of La Pointe

## JOB POSTING

### Public Works Director

The Town of La Pointe is looking for qualified candidates for the position of Public Works Director to supervise the Public Works and Parks departments and staff. The Public Works Director works with the Town Board and Town Administrator to prepare preliminary proposals and plans for various projects and supervises staff assigned to the Public Works Department and Parks Department. He or she oversees Town Public Works and building construction and maintenance, maintains accurate and current record of accounts, submits monthly reports and develops and administers the yearly departments' budgets and the Town's Capital Improvement Plan.

This is a full-time position at 40 hours per week with benefits package. Work schedule may require evenings/weekends/holidays as needed. Salary will be commensurate with experience and qualifications. **The job opening closes at 4:00 p.m. on Monday, September 9, 2024.**

The Town of La Pointe is located on Madeline Island, the only inhabited island of the Apostle Islands. These islands are located at the western end of Lake Superior, and Madeline Island is a 20-minute ferry boat or windsled ride from Bayfield, Wisconsin. The Town has a year-round population of 265 but swells to 3,000 during the summer months.

**Required:** An equivalent combination of education, training and/or experience which provides the knowledge, ability and skill necessary to perform the job satisfactorily, skill in operation of department equipment and tools and the ability to supervise and train work of others on such equipment and tools, possession of a valid Driver's License and preferably a Commercial Driver's License Class ABCD, knowledge and experience in construction, maintenance and repair, and general mechanics, ability to communicate effectively, ability to use PC and appropriate software, write letters, maintain databases and work with the PASER system.

**Preferred:** Experience in supervision in a government and/or a construction setting, along with proficiency in Microsoft Office applications and demonstrated customer service skills.

**For More Information:** For more information, please call Town Hall at 715-747-6913 or email at [clerk@townoflapointewi.gov](mailto:clerk@townoflapointewi.gov).

**To Apply:** Please submit a cover letter, resume and job application found at <http://www.townoflapointewi.gov/postings-notices-announcements> and mail to: Town Clerk, PO Box 270, La Pointe, WI 54850, or email to [clerk@townoflapointewi.gov](mailto:clerk@townoflapointewi.gov). Receipt of application will be acknowledged by e-mail.

**The Town of La Pointe is an equal opportunity employer.**