



**TWO  
RIVERS**  
WISCONSIN

## Recruitment Announcement

### **PUBLIC WORKS SUPERINTENDENT**

The Public Works Superintendent performs a variety of supervisory, administrative, semi-skilled and skilled work in the maintenance and operation of all public infrastructure and facilities, including, but not limited to, the construction, operation, repair, maintenance and replacement of sanitary sewer and manholes, storm sewer and manholes, bridges, streets, alleys, sidewalks, vehicle maintenance shop, and public buildings and facilities.

Work involves responsibility for organizing, assigning, and reviewing the work of assigned Public Works personnel. Superintendent must exercise discretion and independent judgment in planning, coordinating, and directing field and shop operations. May perform such work personally as needed. Work is subject to general administrative direction through meetings and the review of program results.

Candidates must have considerable (5 years minimum) responsible experience in public works construction, repair, and maintenance, including supervisory experience, a high school diploma or GED equivalent, supplemented by some college courses or applicable continuing education. A valid commercial driver's license (Class A and tanker endorsement) or the ability to obtain one within 6 months of hire is required, with the ability to maintain insurability by the city's liability insurance carrier.

The City of Two Rivers offers an excellent benefit package including health, dental, vision, and life insurance, 6.95% matching contribution to the Wisconsin Retirement System, free family fitness membership at J.E. Hamilton Community House, paid holidays, vacation, sick leave, and personal holidays. The City also offers a health insurance opt-out incentive up to \$5,000 annually. The City is an equal opportunity employer.

Starting salary will be \$75,108 to \$82,077 dependent on qualifications. Flexible scheduling may be available during winter months as required for weather monitoring, call-in decisions and snowplowing operations.

A complete job description and City employment application can be found at [www.two-rivers.org](http://www.two-rivers.org).

Interested candidates should send a detailed letter of interest, resume and completed employment application via email to [HR@two-rivers.org](mailto:HR@two-rivers.org) or by mail to:

City of Two Rivers  
Attn: Human Resources  
Post Office Box 87  
Two Rivers, WI 54241-0087

This position will remain open until filled. Applications will be reviewed upon receipt. To assure consideration, please submit required application materials by 4:00 PM on Wednesday, January 14, 2026



[www.two-rivers.org](http://www.two-rivers.org)



920.793.5526



920.793.5512



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**POSITION TITLE:** Public Works Superintendent

**REPORTS TO:** Public Works Director/City Engineer

**EMPLOYMENT CLASSIFICATION:** Full-Time

**LATEST REVISION DATE:** December 2025

**DEPARTMENT:** Public Works

**FLSA CATEGORY:** Exempt

**PAY TYPE:** Salary, Pay Grade 21 with flexible scheduling potential as required during winter months for weather monitoring, call-in decisions, and plowing operations

## **GENERAL PURPOSE**

Performs a variety of supervisory, administrative, semi-skilled, and skilled work in the maintenance and operation of all public infrastructure and facilities, including, but not limited to, the construction, operation, repair, maintenance and replacement of sanitary sewer and manholes, storm sewer and manholes, bridges, streets, alleys, sidewalks, vehicle maintenance shop, and public buildings and facilities.

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## **SUPERVISION RECEIVED**

Works under the general supervision and direction of the Public Works Director/City Engineer.

## **SUPERVISION EXERCISED**

Exercises close supervision over assigned maintenance and utility workers, mechanics, and equipment operators.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Supervises and organizes the work of Public Works personnel, sets priorities, and makes all necessary preparations for the work.



- Assigns and plans work for Public Works personnel and sets time schedules for completion of work, oversees processes and procedures to insure efficient and competent workmanship.
- Performs administrative duties including assisting the Public Works Director/City Engineer and Civil Engineer with the preparation and administration of budgets, records, works orders, and purchasing.
- Other administrative duties include gathering, interpreting, and preparing data for studies, reports, written or oral recommendations and coordinating Department activities with other City departments, other municipalities, utilities and/or other agencies.
- Performs a variety of public relations duties, responds to complaints.
- Assures that assigned areas of responsibility are performed within budget, performs cost control activities, monitors revenues and expenditures in assigned areas to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Assists the Public Works Director with planning, organizing, and directing of all operations of the Public Works Department and provides leadership and direction in the development of short- and long-range plans.
- Supervises equipment operators, mechanics, maintenance utility workers and part-time seasonal workers assigned to the Public Works Department in order to achieve goals within available resources.
- Ensures the proper maintenance of equipment, vehicles, and tools by supervising and participating in cleaning and checking equipment, vehicles, and tools after use.
- Assures that all employees are knowledgeable about City procedures, processes, rules, and requirements, assures that all employees know where materials and equipment are available and what quality and quantity of work is expected of them.
- Oversees, supervises, and enforces safety codes and rules for Public Works personnel by instructing individuals in proper safety procedures and monitoring work in progress; participates in City Safety Committee.
- Conducts investigations into all accidents relating to the Department to determine corrective actions to avoid repetitions, completes necessary reports relating to the accident.
- Coordinates vehicle use with other departments and work done by mechanics.
- Supervises and participates in snow and ice control and removal operations including coordination of continuous staff coverage of weather conditions and responses to assure call out and removal schedules are continuously manned during times of inclement weather; During winter months, shall be available for weather monitoring and call out decisions seven days per week or as coordinated with the Director of Public Works.
- Assists in selecting, training, motivating, and evaluating personnel; monitors progress and directs changes as needed; and serves as a liaison between Public Works personnel and the Public Works Director. Addresses employee performance and conduct concerns in accordance with established policies, including initiating corrective action when necessary. Provides positive feedback as appropriate,

including employee recognition and commendations. Maintains written records on an ongoing basis related to work performed, time spent, and employee performance.

- Determines, calculates, and secures the appropriate materials and supplies for effective operations and specific projects, consulting with Public Works Director and Engineering staff as needed.
- Inspects work done and services provided by contractors and/or vendors for compliance with performance standards and contract requirements.
- Improves work methods to accomplish assigned work.
- Assists in the construction of new or the remodeling of public facilities, including clearing, grading, drainage, and foundation work.
- Performs other assigned work.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to keep thorough and accurate records and make reports.
- Ability to provide positive leadership and to plan, schedule and supervise the work of others.
- Ability to deal with inexcusable conduct by employees and make reprimands with support and direction of the Public Works Director and city policies
- Ability to conduct necessary research and compile comprehensive, detailed reports.
- Ability to make correct decisions based on experience and knowledge, without direct supervision by others.
- Considerable knowledge of safety precautions and procedures.
- Considerable knowledge of Public Works methods, practices, and procedures.
- Knowledge of equipment, materials and supplies used in Public Works; ability to work independently and to complete daily activities according to work schedule.
- Knowledge of modern principles and practices of public works construction and administration.
- Thorough knowledge of materials, methods, and techniques of street, water, sewer, and other public works construction.
- Thorough knowledge of the principles of budgeting.
- Thorough knowledge of municipal sanitation program operation.
- Thorough knowledge of applicable State and City policies, laws, and regulations affecting Public Works Department activities.
- Ability to direct and supervise public works activities on a large scale.
- Ability to establish and maintain effective working relationships with contractors, employees, City officials, and the public.
- Ability to express ideas clearly and concisely orally and in writing.
- Good judgment.

### **DESIRED MINIMUM QUALIFICATIONS**

- Thorough knowledge of all phases of public infrastructure maintenance and administration; ability to develop and maintain effective relationships with subordinates and other city departments; initiative and resourcefulness; ability to express ideas clearly and concisely both orally and in writing; good judgment.
- Considerable computer knowledge and experience in the use of word processing, spreadsheets, and data base software programs.
- Considerable experience in supervising labor operations relating to the repair and maintenance of all types of City infrastructure and related work.

## **EDUCATION AND EXPERIENCE**

- Considerable (5 years minimum) responsible experience in public works construction, repair, and maintenance, including supervisory experience.
- High school diploma or GED equivalent, supplemented by some college courses or continuing education.
- Any equivalent combination of education and experience will be considered.

## **SPECIAL REQUIREMENTS**

- Possess and maintain a valid Wisconsin Commercial Driver's license (or the ability to obtain within 6 months) with tanker endorsement; must remain insurable under the City's liability insurance policy.
- Must be a US Citizen or authorized to work in the United States.
- Must be able to read, write and speak in the English language.
- Must be of good moral character and temperament with industrious work habits and be willing to have a background check completed by the Two Rivers Police Department and WI-CBI.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, databases, and printers; motor vehicles; heavy equipment; mowers, chain saw, edgers, weeds trimmers, irrigation systems, telephone; radio; fax and copy machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work is performed in both office settings and outdoor work. Outside work is performed in all types of weather conditions. Hand-eye coordination is necessary to operate computers, various pieces of office equipment.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands

and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 75 pounds to shoulder height and frequently lifts and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in severe outside weather conditions. The employee regularly works near moving mechanical parts and occasionally in high, precarious places. Employee regularly is exposed to wet and/or humid conditions and occasionally to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually to moderately loud to very loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview/assessment center, reference check, and related tests may be required.

As per City policy, a drug and alcohol test and physical exam will be required prior to employment and residency within 15 miles of the City limits must be maintained throughout employment. Residency within the City limits is preferred.

The duties herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is expected to be available for changing work schedules as necessary to attend evening meetings and assist with emergencies.



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# APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

[www.two-rivers.org](http://www.two-rivers.org)

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to [HR@two-rivers.org](mailto:HR@two-rivers.org).

**Incomplete or illegible applications will not be considered.**

## POSITION INFORMATION

<b>Position you are applying for:</b>		<b>Date:</b>	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

## APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City				State	ZIP
Phone			E-mail Address		
Date Available			Desired Salary		Comments
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION										
<b>High School</b>					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>College</b>					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
<b>College</b>					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
<b>Other</b>					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
<b>Full Name</b>		Title	
Organization		Phone	
Relationship			
<b>Full Name</b>		Title	
Organization		Phone	
Relationship			
<b>Full Name</b>		Title	
Organization		Phone	
Relationship			



PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

**CERTIFICATION**

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

**AUTHORIZATION**

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

**Signature:****Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_