
TOWN OF SHELBY – JOB OPENING

La Crosse County, WI

Position Description

Job Title: Public Works Superintendent

Department: Public Works

Classification: Full-Time

Reports To: Town Administrator

Summary

The Town of Shelby (population 4,770) is seeking a Public Works Superintendent to assist the Town Administrator in overseeing the planning, operations, and administration of all municipal public works functions.

The Public Works Department is responsible for:

1. Roads/Drainage (46 miles)
 2. Parks (17 town owned parks, 1 enclosed shelter, open shelters)
 3. Water Utility (3 water systems, 5 wells, 480 connections)
 4. Sanitary Sewer Utility (4 lift stations, 829 connections)
 5. Facilities (5 buildings)
 6. Equipment (5 dump trucks, pickups, grader, skid steer, mowers, street sweepers, etc.)
 7. Public Works Administration - Planning, Safety, Permitting, Records, Weed Control
 8. ArcGIS Pro – Town map of water, sewer, signs, other layers to be developed
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Essential Duties and Responsibilities

- Assist Town Administrator with overall leadership and day-to-day management of the Public Works Department.
- Assist with communications between citizens, staff, and town government to assure that complaints, grievances, recommendations, and other matters receive prompt attention.
- Implement a safety plan to ensure employee safety.
- Lead the planning, bidding, and administration of public works projects
- Manage the contracts with consultants and suppliers to ensure quality, compliance, and timeliness.
- Build and maintain strong, collaborative relationships with partner agencies, and community stakeholders.
- Ensure compliance with all local, state, and federal regulations governing public works, stormwater, and environmental programs.
- Maintain effective recordkeeping and reporting for all public works activities, infrastructure assets, and projects.
- Labor – perform tasks and operate equipment as needed to assist the public works crew.

Required Knowledge, Skills & Abilities

- Valid Driver's License.
- Minimum of five (5) years progressive experience with public works projects or government operations.
- Proven track record in multiple public works duties listed above.
- Strong project management skills.
- Competency in Microsoft Office Suite and ability to learn various software.
- Ability to perform physically demanding tasks in the field.

Working Conditions

- Work is performed both indoors and outdoors in varying weather conditions, confined spaces and heights.
- Exposure to loud noises, vibrations, dust, chemicals, and hazardous equipment.
- Required to be in a rotation for emergency on-call.

Education and Certifications

- High School Diploma or GED required
- Associate's or Bachelor's Degree in Public Administration, Civil Engineering, Construction Management, Planning, or related field preferred.
- Relevant certifications (Water Operator, Wastewater Operator, CDL) desired.

Compensation & Benefits

- Salary Range \$75,000-\$100,000, depending on qualifications.
- Full benefits package, including health insurance, retirement (WRS), paid holidays, vacation, and sick leave.

Application Information

Submit cover letter and resume to: Town Administrator, 2800 Ward Ave., La Crosse, WI 54601
or email: see townofshelbywi.gov for Administrator email address
Subject Line: Public Works Superintendent

Posted: October 2, 2026

First Review of Applications: October 30, 2026

Tentative Start Date: January 4, 2027

The Town of Shelby is an Equal Opportunity Employer.
