

Public Works Director

Department: Public Works Classification: Full-time

FLSA Designation: Non-exempt

Salary Range: \$47,840 to 70,720 (\$23 to \$34 per hour)

REPORTING RELATIONSHIPS

Position Reports to: Mayor and/or City Council member over Public Works

Positions Supervised: Public Works Utility Operators
Landfill Operators
Crossing Guards

DISTINGUISHING FEATURES OF THE POSITION

The Public Works Director serves at the pleasure of the City Council, under the general supervision of the Mayor. This position performs duties and planning, organizing and daily execution of staff and activities involving the maintenance of city vehicles, roads, drains, landfill, sewer treatment and sewer infrastructure. This position attends pre-construction meetings and performs inspections in coordination with City Engineer on new projects and subdivisions. The Public Works Director is required to supervise and participate in the same work of subordinate employees in the construction, maintenance and repair of sewer lines, road and drain projects and other structures for safety. This position requires running of heavy equipment including by not limited to snowplowing and backhoe work. On-call work will be required.

FUNCTIONS & DUTIES

As Public Works Director, this position will be responsible for:

Storm Water Management – coalition, inspections, enforcement
Sewer Collections – residential sewer taps, monitor lift stations, mains, pumps
Sewer Treatment – operation of lagoon system
New Improvement Projects – development, pre-cons, inspections
Drains – maintenance of lines, detention basins
Roads – schedule snowplow crew, snowplow, maintain, annual inspections, crossing guards
Sidewalk – maintenance & repair
Landfill – operation & maintenance
Facility Management
Excavation Permits – reviews and inspections
Blue Stakes – marking
Vehicles – maintenance, annual inspections
Safety/Nuisance Complaints – inspections

Garbage Cans – maintain inventory, delivery and pickup from residents
Service Projects – Eagle Scout, community services, etc.

Duties include but are not limited to:

- All existing and new residential infrastructure development and construction improvement inspections and pre-cons.
- EPA storm water management coalition, inspections and enforcement.
- Overseeing the development, implementation and update of City’s sewer system (both collections and treatment), storm drain system, landfill, and street master plans.
- Major oversight of multiple department operations and/or multiple functional areas, various staff and resource support within this department and among other departments within the city.
- Scheduling the work of maintenance staff and determines needs for equipment and materials.
- Maintain, inspect and repair/arrange to repair all city owned facilities.
- Ensuring that proper safety devices and equipment are used in the work areas.
- Training new workers in assigned tasks when necessary.
- Performing required labor involved in construction, reconstruction and maintenance projects, including pavement repair and ditch digging.
- Determining the locations of utility lines prior to excavation.
- Performing sewer connections and new service orders.
- Maintain City owned vehicles and equipment.
- Driving trucks of various sizes and weights, including snow removal equipment and operate a variety of powered construction and maintenance equipment.
- Conducting on-site safety meeting with work crew(s) when applicable.
- Estimating job material and equipment needs and ensure that such items are delivered to the job areas.
- Inspecting work performed by the crews to ensure quality, accuracy, and prescribed adequacy.
- Assure that garbage cans are ordered and delivered in a timely manner.
- Maintaining records to document adequacy, quality and timeliness of work performed.
- Investigating safety and/or nuisance complaints made by members of the public and makes recommendations for corrective measures.
- Working in an extensive capacity within other functional areas, including making recommendations to the City Council or other Boards on various issues.
- Attending City Council, Planning Commission, Works Sessions, and Pre-Construction Meetings, etc., as needed or requested.
- Overseeing of department funds, evaluating and recommending rate restructuring, writing grants and proposals as a possible source to the department’s operational budget or the City’s General Fund, and/or facilitating intergovernmental financial support for operations.
- Preparing and maintaining daily and monthly activity reports are required.

Plain City Corporation

- Planning, organizing, managing, assisting and supervising the operations of the sewer, mechanical maintenance, automotive fleet and related activities of the City.
- Assuring proper maintenance of sand, salt and snow removal equipment for use during the winter.
- Evaluating and developing recommendations for current city infrastructure and anticipate additional needs for city growth.
- Evaluating and develop recommendations for engineering services and city-wide administration, procedures, policies and programs.
- Maintaining and tracking the inventory of all public work assets, such as signs, streets, curb and gutter, sidewalks, sewer systems, storm sewer systems, parks and others.
- Working to encourage and improve department operations, decrease liabilities, and improve service.
- Frequently work with community residents or businesses, elected officials or other community groups on various issues for internal and external matters media or press on various issues in community development and business issues.
- Coordinate with surrounding cities to resolve mutual public works concerns.
- Work as a liaison between City Council for all city celebrations.
- Maintain a list of volunteer projects such as Eagle Scouts and community service. Assist as needed.
- Regularly inform the public, respond to public comment, meet or correspond with press or media, and inform residents and groups on city issues, often in person.
- Communicate with co-workers, citizens, and others in a courteous and professional manner.
- Other duties as assigned by the Mayor or City Council.

QUALIFICATIONS

EDUCATION /EXPERIENCE/CERTIFICATION:

- Bachelor's degree. Previous experience equivalent to a minimum of five (5) years in a similar position. (Combination of education and experience will be considered).
- State certification in wastewater operations for collections and treatment and storm water inspections
- Must possess a valid CDL.
- Trained in drug and alcohol supervisory skills.

REQUIRED KNOWLEDGE:

- Intermediate knowledge of law, mathematics, finance, budgeting, personnel management and public administration and of the use of complicated drawings, specifications, charts, tables, handbook, formulas; all varieties of precision measuring instruments. Equivalent to completed accredited apprenticeship in a recognized trade, craft or occupation; or equivalent to a four-year college degree.
- Knowledge of basic computer and technical skills.

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- The materials, methods, equipment, and techniques commonly used in a given task.
- The hazards of such work and the safety precautions necessary to minimized them.
- Sewer repair, maintenance and installation.
- Facility management.
- Considerable knowledge of materials, methods, practices and equipment of public works field operations such as water, sewer, maintenance, repair of streets, mechanical maintenance, automotive fleets, snow removal, and safety practices.
- Extensive knowledge of civil engineering testing methods, principles, practices and procedures common to public work projects.
- Local infrastructure including the location and source of major utilities, rights-of-way, public property and public buildings.
- Understanding of standards and codes.
- Knowledge of technical and practical design of public works systems.

SKILLS / ABILITIES:

- Skilled in the art of diplomacy and cooperative problem solving.
- Skills in administration and office procedures.
- Ability to manage time effectively.
- Ability to work in all types of weather for a prolonged period of time.
- Ability to establish and maintain effective working relationships with general public, subordinates, and other employees.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to direct and supervise employees involved in simple infrastructure and maintenance programs.
- Ability to lift heavy objects that generally require assistance.
- Ability to lift, stand, bend, walk, crawl or climb.
- Must be able to pass a pre-employment drug screening test.
- Must be able to pass a background check.

WORKING CONDITIONS:

- Working conditions may vary.
- At times work in hazardous or potentially hazardous conditions with heavy equipment that is sensitive to over-handling and if not used correctly could injure or hurt others.
- Frequently works outdoors, often in extreme weather.