



## POSITION DESCRIPTION



Class Title: Public Works Director  
Department: Public Works  
Location: 229 E. School Street  
Date: March 2025  
FLSA: Exempt

### **GENERAL PURPOSE**

This position is responsible for the general administration, planning, development, direction, and operation of the City's Public Works Department (Streets, Parks, and Cemetery). The Director must ensure the enforcement of all laws and ordinances related to matters under the control of the Department of Public Works. The responsibilities will be mostly managerial and administrative; however, the Director must be prepared to perform a variety of skilled and semi-skilled work for the operation and maintenance of the streets, heavy equipment, parks, and facilities.

### **SUPERVISION RECEIVED**

Works under the direction of the City Administrator.

### **SUPERVISION EXERCISED**

Provides direct supervision to Public Works department staff; assigns, directs and evaluates their performance. Make effective recommendations regarding salary increases, promotions, hiring and termination.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinates and directs work activities and schedules of Public Works staff required to maintain city buildings, motor equipment, grounds, parks, forestry, turf management, Udey dam, recreation facilities, athletic fields, aquatic center, Hillside Cemetery, stormwater management and facilities, traffic control devices, sidewalks, bridges, and streets, including snow and ice removal.

Select, train, motivate, and evaluate Public Works personnel; provide or coordinate staff training: work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for Public Works staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Provide responsible staff assistance to the City Administrator; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

Produce required regulatory reports and ensured compliance with regulatory requirements, laws codes, and enforcement actions.

Works in partnership with City Engineer in the review of all private project development plans to ensure adequate infrastructure planning and compliance of plans to construction standards for all related

infrastructure development, including street, curb cuts, drainage facilities, wastewater, and water connections.

Attends various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.

Assures all work is carried out within budget; monitors revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepares annual departmental budget requests.

Creates and adheres to vehicle maintenance schedule for city fleet. Ensures maintenance of an accurate inventory system of all Public Works parts, tools, materials, and equipment. Maintains informed replacement schedule based on this inventory.

Performs inspections of City facilities to ensure ADA and safety compliance.

Care and maintenance of Hillside Cemetery; responsible for burial procedures.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

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

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of public facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies including cross training within department's job classifications.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of Public Works Department,
- Assist in the operation and function of the Columbus Area Aquatic Center
- Provide assistance to the Recreation Department where needed.
- Oversee, direct, and coordinate staff including seasonal and custodial employees.
- Select, supervise, train, and evaluate staff.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long and short term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Oversee preparation of clear and concise administrative and financial reports.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.

### **QUALIFICATIONS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Associate or bachelor's degree: possesses specialized training to obtain required licenses if required.

Five (5) years' experience in municipal/county public works department or equivalent private sector experience in fields such as streets maintenance, light/heavy equipment maintenance and/or operations, road engineering and /or construction, civil engineering and/or operations, facilities management/maintenance/construction. Two (2) years supervisory experience within a public works-related field. Any combination of education and experience which in the sole discretion of the City would demonstrate the Candidate's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess appropriate driver's license.

**TOOLS & EQUIPMENT USED**

Personal computer, local area computer network, word processing and spreadsheet software, telephone, copy machine, fax machine, city vehicles and all other equipment required to perform the duties and responsibilities of this position.

**PHYSICAL REQUIREMENTS**

*The conditions herein 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 the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 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.

**ACKNOWLEDGEMENT**

I acknowledge that I have read the job description for my employment position with the City of Columbus, and I certify that I can perform these functions.

\_\_\_\_\_  
Employee Name – Please Print

\_\_\_\_\_  
Employee Signature

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