

# Public Works Director

Dept/Div: Public Works/N/A

FLSA Status: Exempt

## General Definition of Work

Performs work planning, organizing, and directing streets, drainage, water and sewer utility, sanitation and related public works and public utility functions, coordinating work with city management and other departments, attending meetings, maintaining records and files, preparing reports, and related work as apparent or assigned.

Work involves setting policies and goals under the direction of the City Administrator - Clerk/Treasurer.

Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

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*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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## Essential Functions

- Oversees the Public Works department including the maintenance and repair of streets, water and sewer lines, water treatment plant, buildings and grounds, spring clean-up, fall leaf pick-up, snow removal, inspections, and construction; coordinates projects with engineering staff; assists other city departments as needed.
- Assigns, directs, trains and reviews staff work; recommends hiring, suspending, disciplinary and terminating department staff, department rewards, transfers, promotions, or demotions; performs staff evaluations; provides coaching or counseling to department staff; develops staff schedules.
- Responds to concerns, issues, and complaints from the public, management, and regulatory agencies; resolves as appropriate.
- Oversees and inspects field operations.
- Prepares and manages department budget.
- Researches the feasibility and cost of the public works projects and recommends action.
- Develops and recommends major capital expenditures proposals; assists in the updating the capital improvement plan; prepares bid specifications proposals for equipment purchases.
- Determines needs and develop plans and specification for maintenance and repair of infrastructure.
- Determines appropriate inventory levels and oversees the use of the materials.
- Performs and monitors safety checks of city facilities to ensure compliance of state and federal standards.
- Prepares and maintains a variety of office files, accounts, and other records.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the practices of civil engineering as applied to public works and public utility maintenance and repair; comprehensive knowledge of municipal public works and public utility administration, planning and design; thorough knowledge of the occupational hazards and safety precautions of the work.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in budget planning, development, and control techniques.

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Ability to review and analyze plans and specifications for the construction of and operation of treatment facilities and collection and distribution systems; ability to formulate comprehensive operational policies and procedures; ability to communicate effectively orally and in writing; ability to prepare technical reports; ability to read plans and drawings; ability to supervise the work of staff; ability to establish and maintain effective working relationships with associates, consultants, contractors, elected officials, engineers, regulatory representatives, and the general public.

## Education and Experience

High School diploma or GED and extensive experience in public utility operations and management including extensive supervisory and administrative experience, or equivalent combination of education and experience.

## Physical Requirements

### *Physical Requirements and Activity*

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires sitting, tasting or smelling, pushing or pulling and lifting.

### *Sensory Requirements*

work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

### *Sensory Utilization*

work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly, or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

### *Environmental Conditions*

Work frequently requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Minnesota Class C Water and Class SC Wastewater licenses within one year of hire.

Must meet and maintain all training and education requirements for position.

Valid commercial driver's license with Class B, Air Brakes, and Tanker endorsement in the State of Minnesota.

Last Revised: 1/12/2022