

**Job Title:** Public Works & Water-Sewer Director

**Department:** Public Works

**Location:** Willard, Missouri

**Reports To:** City Administrator

**FLSA Status:** Exempt

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**Job Summary:**

The **Public Works & Water-Sewer Director** is responsible for managing and overseeing the City's infrastructure, public facilities, and water-sewer operations. This position supervises departmental staff, ensures compliance with regulations, and develops and maintains budgets for public works and utility services. The Director works closely with the **City Administrator, Mayor, and Board of Aldermen** to ensure effective service delivery and infrastructure maintenance.

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**Key Responsibilities:**

**Public Works Management:**

- Oversee the maintenance and repair of **streets, public buildings, and city-owned properties**.
- Supervise capital improvement projects and complex infrastructure upgrades.
- Develop and manage the **public works budget**, ensuring financial efficiency.
- Prepare reports and updates for the Board of Aldermen on department activities.
- Supervise department personnel, conduct employee evaluations, and oversee discipline when necessary.
- Ensure compliance with **federal, state, and local regulations** regarding public works operations.
- Participate in city planning efforts to enhance municipal services and infrastructure.

**Water-Sewer Operations:**

- Manage and direct the operation of **two water plants, distribution systems, and sewer collection systems**.
- Supervise the **Water Plant Supervisor** and **Water Shop Supervisor**, ensuring effective system operations.

- Oversee the maintenance and repair of **water and sewer lines**, including mapping and documentation.
- Ensure compliance with all regulatory requirements, including permits, water sampling, and health department reporting.
- Review water distribution and sewer system efficiency, making recommendations for improvements.
- Coordinate and oversee the construction of new water and sewer infrastructure.
- Manage emergency response for **water main breaks, sewer line failures, and other utility issues**.

#### **Administrative & Regulatory Compliance:**

- Ensure compliance with **Missouri Department of Natural Resources (DNR)** and **Environmental Protection Agency (EPA)** standards.
- Administer and track **Missouri Sunshine Law requests** related to public works and utilities.
- Prepare and submit reports required by regulatory agencies.
- Develop **bid specifications** for major equipment purchases and infrastructure projects.

#### **Community & Interdepartmental Coordination:**

- Act as the liaison between the City and the public, contractors, and government entities.
  - Address **public complaints and inquiries** regarding infrastructure, water quality, and sewer concerns.
  - Attend **Board of Aldermen meetings** and provide updates on public works and water-sewer activities.
  - Provide technical guidance to city officials and other departments as needed.
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#### **Skills & Abilities:**

- Ability to **plan, direct, and manage large-scale municipal infrastructure projects**.

- Strong knowledge of **water treatment, water distribution, and sewer collection systems**.
  - Experience in **budgeting, procurement, and personnel management**.
  - Knowledge of **state and federal regulations** related to public works and utilities.
  - Proficiency in **Microsoft Office Suite, GIS mapping software, and water system analysis tools**.
  - Strong communication skills, including the ability to interact professionally with government officials and the public.
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**Working Conditions:**

- **75% fieldwork, 25% office work** in varying weather conditions.
  - Regular **on-call status** for emergencies, including after-hours response.
  - Frequent interaction with **contractors, developers, and government agencies**.
  - Must be able to lift **up to 50 lbs** and perform physical labor when necessary.
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**Acknowledgment:**

I have read and understand the job expectations and responsibilities outlined above. I acknowledge that this document serves as a reference for my role and performance expectations.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:**

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