

## JOB DESCRIPTION

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**POSITION: Public Works Director**

**SUPERVISOR: City Administrator**

**DEPARTMENT: Administration**

**PAY RANGE: Based on Qualifications**

**CLASSIFICATION: Exempt**

**DATE AMENDED: March 2021**

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**Summary:** Performs administrative and technical work in directing and supervising the City's Public Works operations. The work involves the responsibility for directing all phases of municipal public works including electric, gas, water and waste water utilities, fleet maintenance, road maintenance and public municipal facilities maintenance. Formulates policies and coordinates activities in accordance with general policies established by the Board of Aldermen and the Mayor.

### **Knowledge:**

- ❖ Extensive knowledge in construction methods, materials and equipment as applied in municipal public works
- ❖ Considerable knowledge of the modern principles and practices of municipal public works administration
- ❖ Knowledge of IBC Code compliance

### **Skills:**

- ❖ Financial management and budgeting skills for multiple departments
- ❖ Ability to organize, direct and coordinate the activities of the Public Works Department, including long-term planning
- ❖ Ability to establish and maintain appropriate work relationships with municipal officials, peers, subordinates and the general public
- ❖ Ability to establish and maintain working relationships with state and local organizations
- ❖ While work is performed under the supervision of the City Administrator and under guidelines established by the Board of Aldermen, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives
- ❖ Management and supervisory skills

### **Duties and Responsibilities:**

- ❖ Directs and oversees utilities, streets, sidewalks, and sewer maintenance and construction programs
- ❖ Directs the activities of the City's maintenance programs, including equipment, all utilities and the waste disposal programs
- ❖ Recommends contract work by professional engineers in designing and implementing projects in accordance with City policies, as assigned or requested by the Mayor and Board of Aldermen
- ❖ Follows bidding procedures in compliance with City policy
- ❖ Responsible for researching and implementing improvements to the operation of the departments in his/her charge and coordination of activities in accordance with the general policies established by the Board of Aldermen and the Mayor
- ❖ Responsible for oversight of the construction of, or repairs on, municipally owned facilities

- ❖ Responsible for the preparation and monitoring of the departments' budgets and reporting on same to the Mayor and Board of Aldermen
- ❖ Monitors expenditures and approves all requisitions in accordance with city ordinances and regulations
- ❖ Consults with the Mayor, Board of Aldermen and City Administrator of all Public Works activities and problems
- ❖ Exercises supervision over a number of employees of varying skill levels
- ❖ Handles complaints from the public
- ❖ Performs other duties as required and assigned
- ❖ The Public Works Director shall have the authority to suspend, without pay, for up to three (3) days, any non-elected City officer or employee under his supervision for breach of any provision of the personnel Policy or state or federal law or other provisions of the Municipal Code or for failure to perform satisfactorily the duties of such officer or employee. The Public Works director shall notify the Mayor, Board of Aldermen and the City Administrator of the circumstances of and reasons for any suspension, discharge or other disciplinary action no later than the next meeting of such Board.

**Education:**

- ❖ Considerable administrative and operational public works experience
- ❖ Graduate of an accredited four-year college or university with an emphasis in civil engineering and/or administration, or
- ❖ Any equivalent combination of experience and training

**Special Requirements:**

- ❖ Must be available for after-hours calls
- ❖ City residency not required. However, must live within close proximity to the City in the event of an emergency
- ❖ Must maintain a valid Missouri Driver's license

**Environmental Working Conditions:** Must be able to work in outside weather conditions such as hot, wet, and humid conditions, may have exposure to toxic or caustic chemicals and loud noises. Employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required include close vision, color vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**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 the specific statements of duties does not exclude them from the position of the work other than similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and requirements of the job change.

The candidate must pass a drug/alcohol test and a physical before job offer is finalized.