

Public Works Director

Dept/Div: *Public Works*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced technical work overseeing the operations, planning, purchases, and staffing for the department, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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 individuals with disabilities to perform the essential functions.

Essential Functions

- Directs and administers maintenance and operations activities of the utility, street, park and fleet divisions; ensures effective utilization of department resources; establishes procedures which assure goals are met and within budget; monitors results and makes changes as needed.
- Evaluates the need for public works improvements in the City; makes recommendations for construction and maintenance programs; participates in developing long-range capital improvement plans.
- Prepares the annual budget for the department with appropriate documentation; ensures expenditures of the department are consistent with the approved budget. Addresses resident requests/complaints in person, over the phone or via email; follows-up in a timely manner.
- Assists with utility permitting and inspection process.
- Plows and hauls snow as necessary; assists with ice control; secures and maintains adequate levels of salt.
- Attends meetings and training as requested or required; participates in Safety Committee meetings and trainings; assists with department policy implementation and enforcement.
- Prepares agenda and related materials for Public Works Commission meetings.

Knowledge, Skills and Abilities

- Thorough knowledge of the City's policies and procedures
- Thorough knowledge of safety policies, practices and procedures
- Thorough knowledge of maintenance and equipment maintenance manuals
- General knowledge of time sheets and vehicle logs
- Thorough knowledge of budget reports, state policy and procedures, council and committee policies
- Ability to safely handle chemicals
- Ability to operate snow blowers, buffers, lawn mowers, chain saws and related outdoor equipment
- Ability to safely handle tools of the trade
- Ability to operate heavy equipment such as skid loader, dump truck, boom truck, pool equipment/pumps and front end loader
- Ability to read blueprints; ability to make arithmetic computations
- General knowledge of blood-borne pathogens
- Knowledge of standard and specialized software applications
- Ability to establish and maintain effective working relationships with co-workers, supervisors and members of the public

Education and Experience

High school diploma or GED and extensive experience with water/waste water operations, infrastructure maintenance, snow removal, or equivalent combination of education and experience.

Physical Requirements

- 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 100 pounds of force; work. Regularly requires sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels. 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.

- Work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood-borne 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

- Safety and CPR Certificates
- MN Class D (minimum) Water and Wastewater License
- Valid commercial driver's license with Air Brakes endorsement