
Position Title: **PUBLIC WORKS DIRECTOR**
Department: **PUBLIC WORKS**
Accountable To: **MAYOR**

Pay Range: \$23 - \$26

Pre Employment – Drug Screening

PRIMARY OBJECTIVE OF POSITION

To plan, coordinate, and schedule personnel, materials, and equipment necessary to maintain the City's streets, alleys, parking lots, sewer systems, parks, cemeteries, assist with the natural gas company as needed and other facilities in good working order and to ensure that the needs of the City are adequately met.

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to, the following areas:

Leadership and Supervision

- Schedules and assigns personnel to work areas according to City needs and establishes work priorities.
- Determines employee needs for education and training and schedules appropriate training. Ensures employees have appropriate licenses to meet the needs of the City.
- Provides on-the-job training and ensures employees use proper procedures in all tasks.
- Participates in and recommends the selection of qualified personnel for hire within the department. Directs the orientation and training of newly-hired employees.
- Continually evaluates the effectiveness of assigned personnel and work methods to ensure the desired results. Recommends and implements new work methods and training.
- Conducts effective performance reviews in accordance with established City policies and recommends salary adjustments, promotions, transfers, or terminations based upon demonstrated work performance.
- Develops and maintains a level of discipline and work climate in which personnel are motivated to perform to the best of their abilities.
- Demonstrates by personal example the desired standards of conduct, appearance, and work performance for all personnel.
- Maintains discipline in the department through corrective counseling, reviewing and adjusting grievances, and recommending hiring, firing, and discipline for employees.
- Communicates City and department policies so each employee will have a clear understanding of such policies and the reasons for the policies.
- Recognizes employee problems, promptly investigates, and takes action to resolve problems effectively.
- Maintains current knowledge of employment law, City policies and best management practices to effectively manage the department.

Maintenance

- Plans, directs, and coordinates a comprehensive maintenance program for City streets, parking lots, sidewalks, curbs, street signs, parks, playgrounds, sewer lines, pump stations, and other facilities to ensure cost effective and high quality work.
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Maintenance Continued

- Involves supervisory personnel in planning and the daily implementation of work programs.
- Anticipates seasonal maintenance needs for plowing and other services and plans for availability of equipment, personnel, and materials.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, lift stations, and other systems and equipment.
- Reviews maintenance records and existing procedures to ensure cost-effective operation.
- Maintains training, education, and licenses to effectively serve as the department director.
- Responds to service requests and complaints of citizens in a pleasant and tactful manner and resolves problems in a way which maintains respect for City government and ensures all department employees are trained in proper public conduct.
- Ensures response to emergency service calls on a 24-hour a day basis.
- Go through training and become qualified to and assist Goodhue Gas with service installs, repairs, and maintenance on Natural Gas pipelines and equipment, also be on the gas call emergency 24/7 rotation.

Budget/Planning

- Develops operating and capital budgets for all areas of responsibility.
- Provides supporting data to justify major items in budget.
- Approves all department expenditures and ensures conformance with the budget.
- Establishes and recommends goals for the department to ensure conformance with Council directives and established policies
- Participates with the Mayor and the other City officials in determining overall policy and direction for the City.
- Establishes priority for short-range and long-range projects and coordinates implementation as may be required.

Inspections/Safety

- Implements the safety program in the department and ensures compliance with applicable rules and regulations
- Maintains a schedule of inspections to ensure maintenance of streets, parking lots, pump stations, sewer lines, parks, airport, and other public facilities to ensure they are in safe working order.
- Ensures subordinates are trained in safety procedures.

Equipment

- Prepares specifications for new equipment and directs the repair and maintenance of all equipment to keep it in good working order.
 - Determines equipment needs of the department and makes recommendations for capital purchases.
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Special Projects/Duties

- Keeps Mayor informed of all matters of importance relating to Public Works.
- Provides recommendations to the Mayor and City Council as appropriate.

Special Projects/Duties Continued

- Performs other duties and assumes other responsibilities as apparent or assigned.
- Attends meetings of the City Council and other meetings as assigned or requested.

MINIMUM REQUIREMENTS

- 6 or more years maintenance experience in related areas.
- 3 years in supervisory capacity with responsibility for multiple related areas.
- Commercial Drivers License.
- Wastewater operator license.
- Significant experience operating and maintaining heavy and light equipment.
- Ability to work outdoors in all weather conditions doing heavy manual work.
- Ability to work in controlled hazardous environments, including work with chemicals and confined space.
- Ability to work a varied schedule based on weather conditions and the needs of the City.
- Ability to read, write, and speak English.

RESPONSIBILITY FOR WORK OF OTHERS

- Direct supervision over:
 - Public Works Apprentice
 - General Maintenance
 - Related temporary and seasonal employees
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