

POSITION DESCRIPTION

POSITION TITLE: Public Works Director

DATE: 06/17/2024

INCUMBENT:

REPORTS TO: Mayor and Council

A. POSITION PURPOSE

Directs activities of staff in various departments within the City, overseeing the infrastructure and facilities/services that are essential to the function of the City, under the direction of the Mayor and according to statute, ordinances, codes, and policies adopted by the Council. The position calls for a great deal of contact with the public and therefore the Public Works Director and staff have a responsibility for maintaining good public relations.

B. NATURE AND SCOPE

1. Duties:

- A. Coordinate efforts with the City Superintendents to direct and supervise the activities in the various departments (Public Works, Shop, Streets, Storm Sewer, Parks, Pool, Civil Defense, Water, Electric, and Sewer), providing technical assistance and make recommendations regarding construction and improvement projects.
- B. Manage municipal infrastructure, facilities, and equipment of the City, ensuring proper maintenance and replacement.
- C. Develop both short-term and long-term planning recommendations for the City in regards to municipal infrastructure and all facilities, specifically for streets, storm sewer, water, electric, and sewer along with the equipment, involving Finance Officer, City Superintendents, and Mayor in the process. Scheduling and prioritizing the projects is crucial.
- D. Develop plans for City projects or improvements, working with outside Engineers and Contractors on an ongoing basis, involving essential City staff & Mayor in discussions and decisions, with ultimate approval being with the Council.
- E. Manage all aspects of contract projects: prepare cost estimates, review project specifications and plans, solicit bids, recommend bidder for award, execute contract documents, hold preconstruction meetings, inspect on-going project, review pay requests for recommendation to council while ensuring that the project is staying within scope and budget.
- F. Review subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances. Work closely with developers, home builders, the Assistant

Public Works Director and City Superintendents, ensuring that all the proper permits (i.e. grading, drainage, and building) and easements have been secured along with all the proper Planning & Zoning regulations being adhered to. Ongoing site inspections may be necessary to ensure continuing adherence to approved plan.

- G. Manage the issuance of building permits, adherence to building codes, and enforcement of compliance with City ordinances.
- H. Assist with the preparation of the annual budget.
- I. Communicate Utility related information with the Finance Office to help ensure proper collection of fees and accurate billing.
- J. Manage the operations of the Generation Station, ensuring compliance with the State and Federal regulations, documenting the use and fuel consumption, and filing reports accordingly.
- K. Represent the City as the technical representative for Federal and State government issues. Prepare and submit federal and state reports accordingly.
- L. Draft Ordinances and Resolutions, in conjunction with the Finance Officer and City Attorney if needed, for issues that pertain to Public Works & Zoning.
- M. Conduct employee performance evaluations on an annual basis, or sooner if necessary, for those directly supervised: Assistant Public Works Director and City Superintendents. Provide input on the performance of other public works staff and support staff.
- N. Assist Finance Officer in preparing agenda for Council meetings, ensuring that all necessary matters, including all related background information, are brought forward to council.
- O. Attend meetings of the Council and its committees, Planning & Zoning, and Board of Adjustments & Appeals.
- P. Refer necessary issues to the City Attorney, after consultation with the Mayor, for review prior to the meeting so proper research may be done ahead of the meeting.
- Q. Promote teamwork with other employees.
- R. Train and supervise assigned personnel, Assistant Public Works Director and City Superintendents.
- S. Perform other duties set forth in statute, ordinances or as directed by the Mayor, including State Bid Laws and ICC Building Codes.

2. Challenges and Problems:

The Public Works Director, in cooperation with the City Superintendents, is to provide technical assistance that will impact decisions on the day to day distribution of the workload of field staff.

Tactfully handle engineering related questions or problems, working with the City Superintendents, Assistant Public Works Director, or other staff for resolution of such issues. Maintaining a professional presence and

respectfully answering questions by staff and general public.

3. Control on Actions:

The Public Works Director is responsible for the activities of all personnel within a public works department in a role that has both administrative and managerial responsibilities. Final approval of such activities are referred to the Council.

4. Working Conditions:

The Public Works Director is expected to balance time in the office and at project sites within the city. Occasional travel out of town may be required.

5. Performance Measurement:

The Public Work Director's performance is measured by the efficiency and timeliness of projects and developments, through the proper administering of various permits and the corresponding enforcement of such along with the maintenance of good relationships with staff and the public.

C. QUALIFICATIONS

1. Knowledge, Skills and Abilities:

Knowledge of principles and theories of engineering and related equipment (computer, drafting, and surveying instruments) & engineering software, building codes, Municipal ordinances, State statutes, and Federal regulations. The ability to prepare and maintain accurate files and reports documenting compliance to City, State, and Federal laws governing the operations of the City. Clear and precise communication with both co-workers and the public.

2. Education/Experience

Bachelor's Degree in Engineering with preference given to a Certified Civil Engineer. Will consider an equivalent combination of relevant education and work experience.