

Title:	Public Works Director
Department:	Public Works
Accountable To:	City Administrator
Direct Reports:	All Public Works Personnel
FLSA Status:	Exempt
Position Status:	Full-Time
Salary:	\$47.11 to \$57.69 hourly/exempt

POSITION SUMMARY

This position directs and oversees the operations of all Public Works operations personnel including engineering, fleet, streets, parks, airport maintenance and municipal water and wastewater utilities. In addition, the position is responsible for coordinating all construction processes with in-house staff, consultants and contractors for new construction and reconstruction of all public infrastructure and private developments, under the supervision of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Required Competencies

- Interacts with co-workers and external customers in a manner that is professional and courteous.
- Helps to create and maintain a respectful workplace culture by following the associated Respectful Workplace policy.
- Perform basic mathematical calculations and utilize basic computer skills.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Specific Duties

- Develop and implement long-range programs for operation and maintenance of building and grounds, parks, streets, fleet, water utility, sewer utility, and storm water utility. Recommends approval of policies, rules, and procedures for public works and utility departments in order to implement directives and service levels from the City Administrator.
- Manage and supervise all public works department personnel.
- Address and resolve all citizen and business concerns and complaints related to public works operations.
- Perform all other duties or projects assigned by the City Administrator.
- Develops and administers a preventative maintenance program
- Provides support to, and oversee the Water Supervisor, who manages the day-to-day operations of the City's water utility
- Provides support to, and oversees the Wastewater Supervisor, who manages the day-to-day operations of the City's wastewater utility
- Provides support to, and oversees the Street/Park Supervisor, who manages the day-to-day operations of the City's streets and parks department
- Oversee all MPCA, DNR, MNDOT, and State Department of Health reporting and inspection requirements, ensuring that all department operations, reporting, and licensures meet all State and Federal regulatory agency guidelines.
- Oversees all Minnesota Pollution Control Agency reporting for the NPDES Operating Permit, including MS4 Storm Water Permitting requirements.
- Maintains and renews licensing to ensure compliance for the City.
- Implements and manages the City's storm water management plan and oversees annual storm water maintenance and new construction projects.
- Oversee all required watershed management organization requirements, including monthly attendance at the Watershed Management Organization monthly meetings.

Finance & Capital Management

- Preparation of the annual departmental budget to the City Administrator.
- Assist with development, approval and implementation of short- and long-term capital improvement and infrastructure plans and programs.
- Solicit, select and procure equipment and contracts per regulatory and budgetary guidelines.
- Oversees all required watershed management organization requirements, including monthly attendance at the Watershed Management Organization monthly meetings.

COMMON PERFORMANCE STANDARDS

General

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of OSHA safety regulations, training requirements, etc.
- Ability to effectively communicate with the public, departmental personnel, City staff, City Council, and other governmental agencies
- Ability to prepare technical reports and present reports to City staff and City Council as needed.
- Ability to develop cooperative relations with the public.
- Actively seeks opportunities for professional development

Decision Making

- Must act in a decisive manner using good judgment
- Must be able to assess problems and situations and be able to anticipate needs and evaluate alternatives
- Must be able to effectively interpret the policies and objectives of the department to establish quality operational standards.
- Must have the ability to understand the meaning and implications of key financial issues related to the department and use financial analysis to create and evaluate strategic options and opportunities.

Interpersonal Relationships

- Able to motivate, develop, and direct people as they work, identifying the best people for the job.
- Able to monitor/assess performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Must use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Must be consistent in dealing with people, be sensitive to others' problems and concerns without direct involvement, exclude personal biases from work performance, have the ability to accept criticism and/or discipline, have tact and diplomacy, and strive to promote a cooperative atmosphere in the department.

WORK ENVIRONMENT

- Work is generally performed in an office environment with standard office equipment and furnishings available.
- Occasionally, may be required to attend off-site training, meetings, and facility/site visits.
- Occasionally works in the City parks and public buildings.
- Occasionally works on the public streets or in the road right-of-way.
- May be exposed to a variety of hazards including proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals or confined spaces.

PHYSICAL REQUIREMENTS

- Must have the ability to read and discern visual images in a variety of media
- Must have the ability to operate a personal computer and applicable software (specifically Microsoft Office, Excel, PowerPoint, and accounting software)
- Ability to sit, stand, and/or walk for long periods of time

MINIMUM REQUIREMENTS

- Associate's degree in Wastewater or Water Technology, Civil Engineering, Environmental, Biological, or Chemical Sciences, Business Administration, Public Administration or equivalent work experience.
- Must be proficient using Microsoft Outlook, Excel, Word, and PowerPoint
- Minimum of five years related public works operations and/or maintenance experience.
- Possession of or ability to obtain a Minnesota Commercial Driver's License.

DESIRED QUALIFICATIONS

- Bachelor's degree in Civil Engineering, Environmental, Biological, or Chemical Sciences, Business Administration or Public Administration.
- Class C MN Water Operator License
- Class B MN Wastewater Operator License with the ability to obtain a Class A Wastewater Operator License within 3 years.
- MN Waste Facility Type 4O Operators License or the ability to obtain within 2 years.
- MNLTA Roads Scholar
- University of Minnesota Public Works Certificate