

Position: **Public Works Director**
Department: Public Works
Reports to: City Administrator, Mayor and City Council

The Director is to be appointed by the majority vote of the City Council and shall hold office at the pleasure of the Council and shall be subject to removal by the majority vote of the Council.

Job Summary

Under administrative direction of the City Administrator, Mayor and Council, plans, develops, coordinates, and organizes the municipal public works activities of the City within parameters set forth by local, state, and federal authorities. Responsible for supervision, coordination, evaluation, and performance of streets. Must maintain and exert managerial and leadership capabilities in areas such as maintenance, operation, and comprehensive planning of all public works areas. Works in conjunction with City Clerk issuing permits, attends P&Z and BOA meetings as needed. Performs supervisory duties such as assigning work, maintaining standards, training, interviewing, disciplining, evaluating, and recommending discharge. Performs other duties as required.

Job Functions

Essential Job Functions

1. Plans, develops, coordinates, and organizes effective operation of all Public Works within the City; includes supervising maintenance, construction, operation and comprehensive planning for street system, storm water collection system and infrastructure.
2. Provides guidance to employees regarding planning, scheduling, assignment of duties within all public works areas; responsible for maintaining a high standard of quality work; assists with inspection of work by contractors; and conducts regular checks of facilities and work sites to monitor staff and assist with problem resolution.
3. Prepares budgets, including the Equipment Replacement Plan and Capital Improvement Plan, with assistance from the Finance Director.
4. Oversees the Aquatic Center licensing, testing and maintenance; including opening and closing of pool seasons.
5. Responsible for the cleaning, repair, maintenance and lighting of streets, alleyways and public places, including snow and ice removal.

6. Works with City Clerk in issuing permits, attends P&Z and BOA meetings, provides information, and responds to inquiries from contractors, developers, property owners, staff and general public regarding permit regulations. Investigates unlawful zoning or building activities and secures evidence of violations and initiates corrective action.
7. Oversees the implementation of the Land Use Development Ordinance, ensure consistency with the ordinance and recommends Comprehensive Plan updates to the City Council as necessary. Assists with flood plain management.
8. Responsible for maintenance of all storm sewer, inlet boxes, manholes, area inlets, underground storm sewer pipes, outlets and maintains the flow of water in open ditches.
9. Interviews, recommends hiring, trains new staff; assigns work duties to staff; monitors work to assure proper completion; conducts formal performance evaluations; recommends promotion and demotion, discharge or other discipline to the City Administrator; ensures that all policies and procedures established for City personnel are complied with.
10. Attends all City Council meetings, staff meetings, and other seminars or meetings as necessary or assigned; attends workshops and seminars to keep abreast of governmental regulations, EPA proposals and related program developments which impact on the Public Works Department; and conducts staff meetings for dissemination of pertinent information.
11. Advises the Finance Director, City Administrator, Mayor and Council to any costly repair or maintenance items prior to purchases and acts in an advisory capacity when seeking repairs for these items.
12. Issues purchase orders and/or solicits bids when appropriate for purchases made for Public Works Department and obtains approval from Council of major purchases incurred from the Department.
13. Responsible for organizing and staffing safety programs for Public Works staff; encourages safety compliance in all phases of work. Assists with conducting safety education training for the Department. Works with the Safety Coordinator and reports all safety/hazard situations to them in a timely manner.
14. Evaluates Public Works needs and formulates short- and long-range plans to meet needs in all areas of responsibility; evaluates issues and options regarding municipal public works and makes recommendations; develops

and recommends policies and procedures regarding departmental operations. Prepares and submits updated 5-year plan to DOT annually.

15. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services.
16. Cooperates with other Department Heads on any matters concerning engineering of new facilities and/or repairs.
17. Coordinates projects involving federal, state and local funding.
18. Maintains and updates location maps for all storm sewers, and all records, including One Call utility locates.
19. Responds to questions and complaints from the public in a timely manner; inspect problem areas to determine the nature of work required including manpower, equipment and materials needed; investigate causes and take corrective action as appropriate; maintain records of resolution.
20. Performs activities under specific deadlines and other time pressures.
21. Reports on a regular basis to the City Administrator on completed, ongoing, and scheduled operations of the Public Works Department; immediately reports any emergency situations.

Other Job Functions

1. Assists other City departments as needed and directed.
2. Performs other duties as assigned by the City Administrator, Mayor and/or Council.

Physical and Environmental Characteristics

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, and hearing.

Physical Characteristics of the Job: Generally medium work requiring the exertion of up to fifty (50) pounds of force occasionally, up to twenty-five (25) pounds of force often, and up to twenty (20) pounds of force constantly to move objects.

Environmental Conditions: The work is performed under all conditions which may include exposure to awkward or confining work space, extreme heat and cold,

darkness, poor lighting, dirt/dust, fumes/odors, wetness/humidity, isolation, moving machinery, noise, vibrations, visual strain, working on uneven ground, mechanical hazards, electrical hazards, traffic hazards, fire hazards, and bodily injury. Also, the work may expose the employee to significant work pace pressure, and irregular work hours.

Equipment and Materials Used

Truck and attachments, tractor, mower, grader, backhoe, loader, street sweeper, sewer cleaning equipment, air compressor, electrical welding equipment, combustible gas meter, pumps, drill press, saws, grinder, ladder, generator, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-axe, winch, hoses, oils, forklift, concrete and asphalt tools, hydraulic tools, traffic control equipment, general purpose maintenance equipment, general purpose hand tools, propane torch, safety equipment, protective clothing, hazardous chemicals and materials, level, metal detecting device, thermometer, calculator, telephone, mobile radio, computer, photocopier, fax machine, dictionary, SDS documentation, federal register, standard operating procedures, DNR rules, Code of Iowa, City of Glenwood Code of Ordinances, Uniform Traffic Code, Uniform Building Code, Fire – Electrical – and Plumbing Codes.

Employment Standards

Required Knowledge, Skills and Abilities

1. Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals and percentages.
2. Knowledge of and ability to perform effective training and organizing methods.
3. Knowledge of the City street system, storm water collection system, City owned facilities, sewage collections system and water distribution system.
4. Ability to develop written or oral reports; ability to interview, counsel or advise staff, co-workers and the public; ability to use a telephone and a mobile radio.
5. Ability to work independently or collectively while being responsible for planning, coordinating, organizing and participating in the Public Works activities of the City in an effective and efficient manner: ability to plan and administer a comprehensive Public Works program.
6. Knowledge of principles, practices, and operation of public works infrastructure, facilities and equipment.

7. Knowledge of municipal, state and federal laws/codes and standards pertaining to public works and local government.
8. Knowledge of the methods, practices and materials used in construction by engineers, contractors, laborers, suppliers and municipal representatives.
9. Knowledge of safety procedures, equipment and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
10. Ability to read engineering drawings, plat maps, topographic materials and specifications; interpret them and comment on them; ability to evaluate technical data.
11. Ability to establish and maintain effective, positive working conditions with the City Administrator, City Council, Mayor, co-workers, and the public.

Education, Training and Experience

Required Education: Graduate from High School or equivalent.

Required Training: OSHA 10-hour training, training on pavement design and continuing education on standard practices for pavement placement and repair.

Required Experience: At least five (5) years' experience in public works, construction supervision with some street pavement experience or equivalent, with at least one (1) year being in a management or administrative capacity.

Required Special Qualifications

1. Shall possess a valid Class B Commercial Driver's License (CDL) with tanker and air brakes endorsements issued by the State of Iowa.
2. Shall possess a CPO License or be able to obtain within one (1) year.
3. Shall be available for off-hour emergencies with the ability to respond to the City of Glenwood within 20 minutes, which may require relocation.