

## JOB DESCRIPTION

I. IDENTIFYING INFORMATION		
<b>POSITION TITLE:</b> Public Works Director	<b>DEPARTMENT:</b> Public Works	<b>WORK STATUS:</b> Full-time
<b>SUPERVISOR:</b> City Administrator	<b>LOCATION:</b> Municipal Public Works Building or City Hall	<b>WORK HOURS:</b> Per Supervisor
	<b>FLSA STATUS:</b> Nonexempt	

### II. ORGANIZATIONAL RELATIONSHIPS

**Reports to:** City Administrator

**Coordinates work with:** Other City departments including joint powers police department

**Works Closely with:** City office staff, City Engineer, West Hennepin Public Safety

**Communicates with:**

*Internally-* All city employees

*Externally-* Other municipal public works, maintenance, and utility employees; relevant county/state/federal staff; engineering, planning, operations, and other consultants and contractors, developers/contractors; vendors/suppliers; local business and community organizations; and city residents and utility customers.

**Supervises:** All departmental employees including any part-time and seasonal employees

### III. DELEGATION OF AUTHORITY

Under the City Administrator's oversight, this position has the authority to manage the daily operations of the City's public works and utilities, including those that require licenses/certifications. Responsibilities also include routine and as-needed maintenance and repair activities. Other authority, based on particular projects and issues, may be delegated by the City Council through the Administrator. The employee prepares and recommends the department's budget, capital improvement plans, and equipment replacement plans; makes budget-approved purchases and handles associated recordkeeping. The position may be directed to track and conduct appropriate follow-up on Council directives and as directed by the Supervisor. (The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally-accepted standards and practices. The incumbent does not have authority to manage other City departments or supervise fellow department heads or their employees.)

### IV. PURPOSE

Serves as a department head with primary responsibility to manage assigned City Department consisting of streets and parks, wastewater collection & treatment, and other city-owned public works/utilities. Performs executive and administrative work as well as field supervisory duties, including participation in production work. This position is the key contact for City-owned infrastructure and provides detailed local knowledge, input/feedback, oversight, and assistance to the City's consultants and contractors to help ensure resources are effectively and efficiently managed. Works regularly-scheduled hours, serves on-call during off-hours, and responds to urgent & emergency situations IAW City requirements.

### V. ESSENTIAL FUNCTIONS

*This section states the position's major areas of accountability, priorities/key responsibilities and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties and tasks that can be logically inferred are not specified. Other accountabilities, responsibilities, as well as particular duties and tasks, may be assigned.*

<u>Major Areas of Accountability</u>	<u>Priorities/Key Responsibilities</u>
<b>DAILY OPERATIONS ADMINISTRATIVE TASKS</b>	OMR of Assigned Public Works and Utilities/Equipment Maintenance/ Parks Maintenance/Emergency Response
<b>PLANNING &amp; PROJECTS</b>	Planning/Budgeting/Purchasing/Vendors/Suppliers/ Recordkeeping/Reporting/Policies & Procedures
<b>OUTSIDE COMMUNICATIONS/PUBLIC RELATIONS</b>	Project Management/Engineer Support/Technical Expertise/ Contractor Oversight/Field Supervision/Long-term Planning
<b>COORDINATION WITH OTHER DEPARTMENTS</b>	City Representation & Liaison/Intergovernmental Relations/ Utility Customer Relations/Public Relations
	Shared Responsibilities/City-wide projects events activities

### **Daily Operations**

- Develops and executes a plan for the maintenance and repair of assigned public works and utilities, overseeing work and regularly performing field supervisory and actual production work with subordinate employees.
  - Maintains city paved streets, rights-of-way, and gravel roads: fills potholes, plows snow, grades roads and uses dust control on appropriate surfaces; sweeps streets; mows assigned road-sides or right-of-ways; and cleans storm sewers & culverts.
  - Oversees operation of City's wastewater and water facilities through supervision and direction of operator position, including participation in work as needed.
  - Maintains parks and parks areas by mowing and controlling weeds.
- Performs or coordinates the maintenance and repair of departmental tools, machines, and equipment. Secures and uses dealers and repair services as needed.
- Performs regular safety inspections and checks; notes deficiencies on log and determines appropriate corrective actions; and makes Gopher State One calls as requested.
- Monitors and evaluates processes to determine areas to improve effectiveness and efficiency.
- Prioritizes, assigns and directs the work of seasonal/temporary employees. May assist Supervisor in hiring process and other supervisory duties.

### **Administrative Tasks**

- Daily monitors, manipulates and controls the systems, processes, and activities for assigned department in compliance with state and federal laws/rules/regulations and according to City policies/guidelines; prepares and maintains complete and accurate records; and ensures required reports are completed and submitted, in a timely manner, to appropriate agency.
- Regularly informs Supervisor and the City Council about the department's operations, projects, and activities; recommends, to Supervisor, any new and revised policies, implementing them after approval; and carries out assigned Council directives under Administrator's oversight. Prepares monthly status/activity reports and attends meetings, regularly and as directed.
- Initiates preparation of department's draft operating and capital budgets and recommends same to Administrator and City Council; makes routine and emergency purchases; tracks and codes expenses, working closely with accounting clerk; and monitors inventory & supplies. Notifies Supervisor of actions taken after urgent or emergency situations.

### **Planning & Projects**

- Participates in the City's planning process for, and makes recommendations on, capital improvement and equipment replacement decisions; keeps informed of relevant industry changes and conducts research and analysis as needed/directed; makes additional recommendations to the Council about anticipated growth and direction for City's infrastructure, and carries out Council-approved plans, projects, and initiatives.
- Provides technical expertise and local knowledge in representing the City on projects; assists in the effective completion of work and efficient use of resources and works closely with City Engineer and other consultants & contractors.
- May assist Supervisor and Council in preparing and administering RFPs and bid requests. Provides input on contractor & consultant performance as requested.

### **Outside Communications/Public Relations**

- Represents City before various outside entities: establishes and maintains relationships with a wide variety of individuals and groups; interacts with appropriate civic and community organizations and activities; informs Administrator, the Mayor, and/or the City Council of significant public relations concerns and issues depending on the nature of the situation.
- Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve operations of assigned department.
- Responds to utility customers' questions, concerns, and problems. Refers difficult issues to Supervisor and regularly updates city hall staff on this important area.

### **Coordination with Other City Departments**

*Areas of coordination include: community events, public works projects, utility service interruptions, budgeting, utility billing, and purchasing*

- Works closely with city hall staff to coordinate work, provide updates, and receive input or direction such as work order requests.
- Coordinates work with other department heads by sharing information, actively seeking input/feedback and providing the same, and informing elected and appointed officials about important city-wide issues and concerns.

## VI. OTHER DUTIES

- Performs other related duties as assigned or apparent.

## VII. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

*This section contains the knowledge base, skill set and abilities that are essential to the incumbent's successful performance of the position.*

<b>Knowledge of:</b>	<b>Skill in:</b>	<b>Ability to:</b>
<ul style="list-style-type: none"> <li>• relevant laws, rules and regulations</li> <li>• City and department policies and procedures</li> <li>• City agreements and contracts</li> <li>• City's and Department's organizational structure and operations, projects and activities</li> <li>• each major area of accountability</li> <li>• City's infra- and super-structure including proper operation, maintenance, and repair practices</li> <li>• process control and improvement</li> <li>• project &amp; construction management</li> <li>• community/economic development process &amp; activities</li> </ul>	<ul style="list-style-type: none"> <li>• providing/presenting reliable information and sound advice to decision makers</li> <li>• gathering relevant data and making independent decisions, oftentimes with imperfect information</li> <li>• taking quick and decisive action when the situation warrants it</li> <li>• using an appropriate degree of tact depending on the situation</li> <li>• establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>• providing leadership &amp; supervision to employees</li> <li>• using information and other technologies to increase work productivity</li> <li>• purchasing and tracking expenses and inventory</li> </ul>	<ul style="list-style-type: none"> <li>• continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>• maintain all required licenses and certifications</li> <li>• travel and attend meetings within and outside the City</li> <li>• work beyond normal works hours as well as evenings and weekends</li> <li>• cope with the mental stress of the position</li> <li>• implement Council policies and carry out directives</li> <li>• interpret and administer policies with consistency and uniformity</li> <li>• actively participate in relevant professional organizations and associations</li> <li>• Interact with various local &amp; community organizations</li> </ul>

*Machines, tools, and equipment regularly used:* Various heavy equipment (plow and dump trucks, grader, sweeper, backhoe, etc.), front-end & tractor loaders, skid steer/bobcat, sewer rodder, mowers and blowers, lift bucket, various hand and power tools, lab & testing equipment, typical office equipment, phone & radio, and City vehicle

### VIII. MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Seven years of specific experience in one or more of this position's functional areas including streets, parks, and wastewater system maintenance.
- Two years of supervisor experience with sufficient authority for majority of key personnel decisions.
- Valid MN Class A driver's license with air brake endorsement.

### IX. PERFERRED QUALIFICATIONS

- Post-secondary education or training-equivalent to a bachelor's degree-in civil engineering or closely-related program of study in public works.
- Ten years of specific experience in one or more of this position's functional areas including street, parks, and wastewater system maintenance.
- Five or more years of management experience in one or more of this position's functional areas including primary responsibility for activities such as budgeting, CIP, project management, report preparation & recordkeeping, and decision-making support for governing bodies.

### X. WORKING CONDITIONS

Time is spent performing both non-manual and manual work. Work outdoors covers tasks performed in all kinds of weather, in and around wastewater facilities, street & park facilities, and in the shop/office. Uses fine and large motor skills and movements. Coordinates hand/eye/feet to operate many tools, machines, and pieces of equipment and uses balance while climbing steps and entering/working in confined spaces. Ability to exert moderate to considerable physical effort when lifting, pushing/pulling, and moving objects. Uses all types of vision (far/near/peripheral/depth/color/night), and senses of smell, touch, and hearing. Works outside normal hours, including evenings/nights/weekends. Must be able to respond, in-person, to urgent and emergency situations as soon as possible.

Ability to read, understand and follow MSDS and take appropriate steps to properly use, store, and dispose of hazardous materials. Uses/wears protective clothing & equipment applicable to the task at hand.

### XI. EMPLOYEE ACKNOWLEDGEMENT

I have reviewed a copy of the Public Works Director job description and understand it covers the City's expectations for my work. I also understand this document replaces any previous job description(s) and acknowledge management's exclusive right to make any changes to it. I agree this job description is a complete and accurate representation of the work I perform.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### XII. NON-DISCRIMINATION STATEMENT

The City of Independence seeks to administer its employment practices in a manner that promotes fairness and is free of illegal discrimination. No individual, within the context of their employment or application for employment with the City, shall be discriminated against or subjected to harassment on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, veteran status, public assistance status, or membership on a local commission. And, no individual who is protected by applicable Federal and State laws, rules, or regulations against discrimination shall otherwise be subjected to illegal discrimination.

<<<For more information, please contact the City Administrator>>>

### XIII. REASONABLE ACCOMMODATION STATEMENT

The City of Independence is committed to promoting equal opportunity for all of its employees and applicants for employment. The City affirmatively acknowledges its obligation to comply with the Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA). Every reasonable effort will be made to provide an accessible work place and offer other accommodations to qualified individuals. Reasonable accommodation will be explored and determined on a case-by-case basis, generally after the individual concerned initiates a dialogue with the City's authorized representative.

<<<For more information, please contact the City Administrator>>>

**XIV. EMPLOYMENT-AT-WILL & RIGHT-TO-REVISE DISCLAIMERS**

This job description is provided to you as the primary source of information and immediate reference for the City's expectations regarding your position. This document is subject to unilateral change by the City at any time, without prior notification. It is not a contract and does not alter the employment-at-will relationship the City maintains between its employees and itself. Employment-at-will means an employee may resign from his/her position at any time, with or without cause. The City has similar rights to terminate the employment relationship. This document replaces any existing job description(s).

CHANGE HISTORY		
<b>ADOPTED:</b> _____ (Date)	<b>NEXT REVIEW:</b> _____ (Date)	<b>REVISED:</b> _____ (Date)
	_____ (Date)	_____ (Date)
	_____ (Date)	_____ (Date)