

PUBLIC WORKS DIRECTOR

Job Description

General Description:

Directs and oversees all aspects of the Public Works Department. The Director shall plan, organize, implement and supervise activities related to the water system, sanitary sewer system, City streets, parks, storm water system, and building and grounds maintenance. Works under the direction of the City Administrator who gives guidance regarding City policy and Board of Aldermen priorities. The City Administrator shall review and evaluate the work of the department and Public Works Director.

Duties, Responsibilities, and Expectations:

The following are examples of duties, responsibilities and expectations, not necessarily limited to the following and not enumerated in any particular order or priority:

- Supervises daily activities of the Public Works Foreman, Water and Wastewater Operators, Skilled Maintenance Workers, and Public Works Laborers.
- Oversees all road construction and maintenance.
- Oversees the daily operations of sewer treatment, pumping and disposal facilities.
- Maintains stockpiles of materials and supplies necessary for public works responsibilities.
- Controls the purchasing of materials and equipment necessary for public works responsibilities.
- Oversees independent contractors performing work for the City.
- Develops specifications and bid documents for a variety of public works and utility related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Maintains employee time sheets and attendance records for public works and other documents and detailed reports and records as necessary.
- Prepares reports, analyses, and recommendations for Public Works projects.
- Ensures that water, street, storm water and wastewater systems are operated in compliance with City, State and Federal laws.
- Prepares and presents the annual departmental budget; determines resource needs and financing requests.
- Possesses knowledge of safety principles and practices.
- Investigates and responds to complaints by the public regarding conditions of streets, water, sewer, storm drainage, parks and building maintenance.
- Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel policy.
- Reviews plans submitted by independent contractors with the City Engineer.
- Reviews plans and monitors developments related to public works and utility matters and evaluate their impact on the City.
- Represents the City with other governmental agencies on a wide variety of issues pertaining to public works and utilities.
- Provides assistance to the St. Louis County rabies control by catching nuisance animals.
- Reviews projects for land restoration and site improvement escrow releases.
- Works with developers and builders regarding development matters including plan review and determining infrastructure needs.
- Oversees park system maintenance repairs and projects.

Desired Minimum Qualifications:

Direct relevant education and experience.

Thorough knowledge of street construction and maintenance, water and sewer system operation and maintenance, parks and grounds maintenance, and building maintenance.

Ability to read and interpret blueprints.

Ability to effectively and accurately communicate orally and in written form, including good spelling and grammatical skills.

Must be able to perform and/or manage multiple tasks, projects, and priorities concurrently.

Must be efficient, a self-starter, an independent worker, a detail person, and possess good work habits.

Necessary Special Qualifications:

Possession of a valid Missouri State Operators License.

All Public Works employees are required to be on call.

A criminal record check, employment physical and alcohol/drug screening test will be required as conditions of employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.