



Position Description

Job Title	Director/City Engineer
Department	Public Works
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position directs the operation of the Public Works Department (Streets, Water, Sewer and Facility Maintenance), providing service delivery, customer satisfaction, management of city public works assets, facility and equipment operation, upkeep and maintenance, and also assists in City planning, economic development and grant/loan funding applications. The position also provides engineering services as required for local projects.

Supervision

Received	City Administrator, Mayor and Council
Exercised	Directly or indirectly supervises all DPW employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Provides administrative planning, coordination, direction and review of public works operations as mandated by City, State and Federal laws and regulations.
- Provides leadership in the operation and maintenance decisions of the Department; determines equipment and staffing needs; establishes schedules and completion dates; sets assignments; monitors status of activities; manages progress within budget/target dates; meets with staff and addresses any issues/problems.
- Supervises and evaluates the work activities of subordinate supervisory staff and support personnel; provides technical advice and assistance as needed.

- Provides appropriate response and solutions in emergency situations.
- Manages Department contracts and projects; plans, coordinates and supervises projects from conception to completion; maintains relations with suppliers and contractors; assures necessary permits are obtained; establishes and manages budget; provides information on status of projects to the public; inspects, approves and signs off on completion.
- Manages the acquisition of equipment and outside services; researches and writes specifications; prepares for bid process; investigates bid items and providers; awards bids and monitor the delivery of specified equipment and services.
- Prepares and manages the Department budget; monitors and approves expenditures; seeks sources of funding, assists with grant and loan applications.
- Communicates with citizens and community groups, elected officials, agencies, Department of Transportation, DNR, consultants and vendors; attends meetings; responds to questions, concerns and complaints; provides information to the media.
- Evaluates service levels provided versus citizen expectations and makes improvements where needed.
- Coordinates the Board of Public Works meeting agenda.
- Shares leadership in municipal economic development activities, emphasizing commercial and industrial development; provides utility analysis; works with developers and City staff as needed on funding sources, project design, project specifications and bid process, planning, contact with government regulatory agencies and overall project development; serves as contractor or general contractor.
- Reviews and responds to local, state and federal rules and regulations to assure that the Department and the City are in compliance; reviews directives; interprets technical information and codes, correspondence, programs, policies, laws and procedures; evaluates Department operating procedures; plans and implements changes as required and provides for necessary reporting or related record keeping.
- Participates as a member of the City administration management team in long range planning, budget preparation, emergency preparedness and community relations.
- Performs duties supervising and evaluating the division's programs, operations and projects.
- Represents the City and serves as project engineer on State and Federal funded projects and manages all required documentation.
- Serves as project engineer on City funded construction projects such as street construction, reconstruction, paving, drainage, etc., prepares technical project reports and maintains records.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, construction, public administration, or related field, including or supplemented by 3 – 5 years of progressive public works management experience, including supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Department policies, procedures and services.

	<ul style="list-style-type: none"> • Federal, State and local statutes, ordinances and codes governing public works activities. • Civil engineering methods and techniques as applied to the design, construction and maintenance of public works projects. • Construction and maintenance methods, materials, and equipment as employed in public works/utilities activities. • Public works project planning, development and construction. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Read, analyze and interpret common scientific and technical journals, financial reports and legal documents. • Conduct studies, write in-depth reports, and translate highly technical information into layman’s terms. • Effectively present information and respond to questions from City officials and management, other government agencies, vendors, contractors, citizens and the general public. • Direct the work of the several departments in an effective and efficient manner. • Establish and maintain effective working relationships with City officials and management, government agencies, vendors, contractors, citizens the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Public relations.

Necessary Special Requirements

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee may occasionally be required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise and disease.
- The employee must occasionally lift and/or move up to 50 pounds.