

City of Elkader, Iowa Job Description

CLASS TITLE: Public Works Director

Department: Street Department
Accountable to: City Administrator/Clerk

This is a supervisory and technical position overseeing all functions of the street department, including, but not limited to: maintaining and repairing streets, traffic control signs, parks, vehicles, and buildings; storm sewer main maintenance, as well as maintenance of other city facilities. This position also oversees the Water and Wastewater operations, ensures public safety and general welfare, and provides quality customer service.

Distinguishing Characteristics:

Work involves the responsibility for organizing and directing, and at times participating in, activities related to maintenance and repair of streets, storm sewers, city parks, swimming pool and other city facilities. Responsible to see that work is done in a timely manner and in accordance with maintenance standards, and coordination of work with contractors, utility companies and other city departments. Work programs are planned with the City Administrator and other city officials, with some latitude for carrying out the work. Performance is evaluated by the City Administrator, through periodic conferences, observation of results obtained, and an annual performance evaluation.

Work will also involve checking building plans to determine compliance with Elkader Municipal Code. Work requires technical judgment and discretion, and an ability to positively interact with a wide variety of people.

Essential Duties: (These duties are a representative sample; position assignments may vary)

Maintenance

- Supervise maintenance and repair of streets, sidewalks, storm sewers, alleys, and gutters.
- Work with the Park Board and Park Custodian to supervise maintenance of City parks.
- Work with the Pool Board and Pool Manager to supervise maintenance of swimming pool.
- Supervise painting of traffic and parking lines.
- Directs the maintenance and erection of traffic signs and markings.
- Responsible for ordering of supplies and materials used in construction and maintenance activities.
- Responsible for scheduling snow removal, street salting, and other work to meet and anticipate municipal requirements.
- Responsible for making recommendations on equipment needs as well as street maintenance work, repairs or upgrades to facilities, and major infrastructure improvements.
- Responsible for inspection of street repair projects, such as crack filling, seal coating, patching, and curb repairs.
- Responsible for inspection of new streets, storm sewers, sanitary sewers for compliance with City Code.

Supervisory

- Responsible for ensuring that subordinates comply with applicable occupational health and safety standards
- Responsible for maintaining morale, discipline and conduct of subordinates

- Assigns subordinates and equipment to maintain scheduled operations
- Responsible for training of subordinates in operation of machinery, and in methods and approaches to assigned tasks
- Analyzes and resolves work problems and/or assist subordinates in solving problems
- Approves over time in conjunction with the City Administrator/Clerk, and maintains time and work records
- Conducts an annual performance evaluation with each subordinate
- Recommend to the City Administrator personnel action such as promotions, merit increases or decreases, hiring, firing or discipline.

Administrative

- Responsible for preparation of street department budget(s) with the City Administrator
- Responsible for coordination of operations with contractors and/or other City departments
- Responsible for reviewing requests for appropriate building permits
- Responsible for surveying all public sidewalks and notifying adjoining property owners of required repairs
- Responsible for inspection of properties for public hazards
- Available to respond in emergencies or unusual situations outside of the normally assigned work periods.
- Reviews complaints and takes appropriate action
- Performs other duties of a similar nature or level as assigned.

Knowledge (position requirements at entry):

- Reading and Writing
- Basic computer skills

Knowledge or ability to obtain knowledge of:

- Maintenance procedures
- Hand and power tool operation
- Storm sewer collection systems
- Work zone safety
- Excavation safety
- Construction techniques
- Traffic control
- Safety procedures and OSHA rules and regulations

Skills:

- Operating heavy equipment such as backhoes, end-loaders, power tools, and all trucks, tractors, and the street sweeper
- Advanced repair skills
- Supervisory skills
- Class B CDL
- Maintaining and repairing streets and storm sewer collection systems
- Operating hand and power tools
- Problem solving
- Communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Must be able to read, write and comprehend the English language as needed to communicate effectively with subordinates, supervisor, elected officials and the public.
- Positive customer service oriented attitude

- Ability to work within structured framework of organization that is directed by elected Council.
- Ability to follow complex oral and written instructions
- Ability to organize, direct, and coordinate the work of several subordinates and to supervise day to day maintenance activities;
- Ability to establish and maintain effective working relationships with fellow employees, other department heads, the public and contractors

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Six years of increasingly responsible experience in public works or other maintenance or related activity.
- Thorough experience in street maintenance and repair work preferred.
- Supervisory Experience

Licensing Requirements (position requirements at entry):

Class B, Commercial Driver's License; must be maintained as a condition of employment.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pulling, lifting, grasping, feeling, hearing, and seeing.

May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noises.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Environmental Conditions:

This position will be subjected to varying weather patterns to include rain, hail, snow, sleet, freezing rain, heavy wind, heat, etc.

Director must live within the city limits of Elkader or within a ten (10) minute drive under normal circumstances.

Classification History:

Approved June 25, 2007