

# **City of Willard, Missouri Job Description**

## **Public Works Director: Public Works Department**

### **General Purpose of Position**

Manages and oversees the maintenance of public facilities, completion of complex projects, and work on capital projects

### **Major Duties and Responsibilities**

#### **Develops and manages the departmental budget**

- Proposes line item budget based on prior year
- Tracks expenditures on a monthly basis
- Receives and tracks monthly expenses to stay within budget
- Prepares and distributes the appropriate information needed to prepare annual budget
- Oversees and maintains annual departmental budget
- Makes purchases as needed for the department

#### **Supervises departmental personnel**

- Supervises all employees, establishing all scheduling practices and assigning appropriate tasks
- Completes employee performance evaluations on a regular basis
- Tracks and posts all scheduling, vacation time, comp time, and sick leave according to procedure
- Oversees needed discipline and tracks all applicable documentation
- Assures professional development for each employee

#### **Supervises departmental crews for various projects**

- Notifies utilities about underground locations
- Informs crew about type of job
- Instructs newer employees on equipment and methods
- Handles and completes work orders
- Works with employees' problems

#### **Completes departmental projects as assigned**

- Assigns personnel, equipment and supplies for projects
- Creates schedule in conjunction with departmental priorities
- Determines the prioritization of projects
- Receives input from others as needed
- Calculates and determines supplies and equipment needed for each job
- Orders supplies for project
- Works with contractors as required
- Assures work is done satisfactorily

#### **Participates in public relations and education**

- Communicates regularly with various stakeholders, including City staff, other government entities, contractors and developers
- Attends Council meetings and other meetings as required
- Provides technical assistance to city officials and the general public regarding streets and sanitation issues as requested

#### **Serves as an equipment operator as needed**

**Serves as other departmental personnel as needed**

**Performs similar duties for other City departments as assigned**

**Performs the statutory duties of a Director of Public Works**

**Performs other duties as directed**

### **Job Context**

Status	Full-time
FLSA Status	Exempt
Department	Public Works
Immediate Supervisor(s)	City Administrator, Mayor and Board
Frequency of Supervision	For reporting purposes only
Number of Supervised Employees	Up to ten full-time employees
Type of Work Schedule	Regular hours year-round, emergencies
Frequency of Overtime	On a regular basis, for meetings, snow removal, and emergencies
Frequency of Night Work	On a regular basis, for meetings, workload, and emergencies
Shift Position	Not Applicable
On Call Status	Always
Percentage of Work Indoors	25%
Percentage of Work Outdoors	75%, in all types of weather conditions
Types of Accountabilities	Fiscal, Budgetary, Safety, Legal
Exposure to Chemicals / Hazardous Materials	Occasionally
Applicable Chemicals / Hazardous Materials*	Cleaning supplies, muratic acids, pool chemicals, insecticides, herbicides, marble dust, gasoline, oil, vehicle exhaust, flood water, human waste
Average Stress Level	Moderately low, varies with activities
Physical Work Associated With This Position**	Lifting, climbing, raking, shoveling, bending, walk for long periods of time, carrying equipment, pulling and pushing

*\*Exposure to chemicals / hazardous materials may not be limited to this list.*

*\*\*These are the most common types of physical work associated with this position; however, this list is not considered to be exhaustive.*

### **Education and Experience**

The person in this position must have a high school diploma or its equivalent; some college or vocational training in engineering or a related field is preferred. At least three years of experience is required; five years is preferred. An equivalent combination of education and experience will be considered.

### **Licenses and Certifications**

A valid Missouri driver's license, a Class DS-2 license and a Class D Wastewater license is required.

## **Knowledge, Skills and Abilities**

### **Knowledge**

- Supervisory principles, practices and procedures
- Project management practices and procedures
- City's purchasing policies and procedures
- Inventory management principles and methods
- Proper maintenance, repair and use of heavy equipment, including aerial bucket lift truck, tandem axle dump truck and skid loader
- Minor mechanical repairs on the truck and other machinery
- Proper installation, maintenance and repair of water and wastewater systems
- Proper storage and use of various chemicals
- Lift station operations and maintenance
- Basic civil engineering for determining and digging grades
- Basic environmental standards for water, sewer and wastewater treatment systems
- Layout of city streets
- Turf management principles and practices
- Basic carpentry, plumbing, electrical and concrete techniques
- Maintenance methods of grounds, buildings and equipment
- Basic equipment maintenance and repair
- Basic civil engineering principles
- Proper materials and equipment
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication as well as algebraic and geometric functions
- General functions and operations of municipal government

### **Skills and Abilities**

- Apply supervisory techniques to practical situations
- Manage a departmental budget
- Develop bid specifications
- Effectively negotiate contracts and other agreements
- Effectively manage personnel, equipment and supplies to maximize departmental efficiency
- Read and interpret engineering grades
- Use various types of heavy equipment, including aerial bucket lift truck, tandem axle dump truck and skid loader
- Complete required testing on water pressure, flow and static pressure for fire hydrants
- Accurately locate buried water lines
- Install, maintain and repair water and sewer system components
- Follow procedures to maintain vehicles and equipment
- Use various types of equipment, including weed eaters, blowers, and tractors
- Examine a repair or maintenance issue and determine an effective solution
- Use common sense
- Pay attention to detail
- Complete detailed work accurately
- Work effectively with a wide range of people
- Meet specified deadlines
- Prioritize daily work flow
- Work as a team member with other employees
- Communicate effectively with others, both oral and written

- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures