

CITY OF PLATTSMOUTH

JOB DESCRIPTION

POSITION TITLE: Public Works Director

REPORTS TO: City Administrator

SUPERVISES: Assistant Public Works Director(s); Streets; Public Works Shop; Water and Waste Water; Cemetery; Park Maintenance; and Administrative staff supporting such functions.

PURPOSE OF POSITION: Responsible for the management and daily operations of the Public Works department through the development, coordination, direction and administration of maintenance, repair and operational activities for all functions relating to public works. An incumbent will be required to perform duties on an on-call basis, as needed.

EXEMPT (Y/N): Yes

ESSENTIAL FUNCTIONS:

Performs supervisory functions such as staffing, scheduling work, assigning and reviewing work duties, training personnel on various techniques and procedures, conducting performance evaluations and administering disciplinary actions.

Develops maintenance programs; supervises, directs and monitors the overall operation of maintenance and repair duties pertaining to public works, such as street maintenance, park maintenance, vehicle/equipment maintenance, and maintenance of the city's drinking water and wastewater systems.

Provides guidance in various departmental tasks including but not limited to correcting field operating problems and ensuring the maintenance of departmental performance standards.

Supervises various contractual projects with private contractors and other governmental agencies to ensure compliance to city ordinances and codes; prepares grant applications and administers grant funding in accordance with contracts.

Enforces and makes determination as to the application of the city's municipal code and other city ordinances for assigned projects and public works programs.

Responsible for inspections and approves improvement requests for the Sanitary and Improvement Districts (SID's) and other developments within the city's zoning jurisdiction to ensure compliance with applicable city codes and ordinances.

Plans and develops the design of street improvements, sewer extensions, and other municipal

public works projects, in coordination with the city Engineer.

ESSENTIAL FUNCTIONS: (continued)

Responsible for the planning, preparation and implementation of the city's One Year and Six Year Improvement plans; supervises preparation of the State Street Audit Report and various other reports and forms according to local, state and federal regulations.

Plans and implements safety training programs and safety standards; performs evaluations and inspects work for quality assurance; ensures the maintenance of a safe work environment for all employees at all locations and work sites.

Develops specifications for new equipment purchases, in coordination with supervisors; establishes and maintains contact with vendors, review bid requests and makes decisions regarding vehicle/equipment use, disposal and purchase; coordinates the joint purchasing of equipment with other governmental agencies.

Coordinates the maintenance of the public works supply inventory including materials, equipment, and tools; orders supplies as needed in accordance with established policies.

Develops and administers the departmental budget(s) and maintains various financial records and reports; allocates various resources for use in projects and programs.

Attends various meetings including City Council meetings and serves as a member of various boards and committees to answer inquires and make recommendations pertaining to the functions of the department.

Prepares and maintains various reports and records pertaining to public works activities including but not limited to, maintenance activities, equipment maintenance, expenses, etc; utilizes various computer programs in the establishment and maintenance of records and reports.

Serves as a liaison for the city with other contractors and other governmental agencies pursuing the resolution of mutual problems relating to public works projects and programs.

Answers inquiries from the general public; receives citizen complaints and handles situations and/or refers individuals to appropriate city official for resolution.

Provides public records and information to citizens, the media and other agencies, upon discretion and approval of the City Administrator.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees,

other governmental agencies and municipal officials.

Serves as administrative liaison to boards, commissions or committees relating to public works functions, projects, or programs, e.g., Park Board, Cemetery Board.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of and ability to apply federal, state and local laws and regulations related to various public works projects and programs such as street, sewer, parks and water activities.

Knowledge of and ability to comprehend and apply state statutes and the city code.

Knowledge of and ability to apply emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.

Knowledge of the materials, procedures, methods and practices utilized in various public works activities, i.e. construction, street maintenance, sewer operation, traffic flow, water distribution systems, plumbing and electrical repair and installations.

Knowledge of and ability to operate vehicles, machinery, equipment and tools pertaining to duties performed.

Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Knowledge of and ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Knowledge of and ability to apply techniques used in researching, developing, writing, and administering grant funding.

Knowledge of the geography of the city, the water district and the sewer district.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to apply mathematical computations as applied to standard construction, water, and wastewater formulas.

Ability to plan and layout a comprehensive work program.

Ability to accurately prepare and maintain departmental budget information and other financial records.

Ability to accurately read and interpret technical sketches, blueprints and instructional manuals.

Ability to enforce ordinances and other regulations with firmness, tact and impartiality.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY: (continued)

Ability to plan, assign, direct and supervise the work of subordinates.

Ability to accurately prepare and maintain various records, reports and other departmental documents.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license.
2. Graduation from an accredited college or university with a Bachelor's Degree in construction management or a related field, or an equivalent combination of education, training and experience.
3. Must have five (5) years experience in the area of public works or related field, with at least five (5) years of responsible supervisory experience, or an equivalent combination of education, training and experience.
4. Preferred, but not required, to obtain a Nebraska registered City Street Superintendent license within a time frame mutually agreed on by the employer and employee.
5. Must obtain a State of Nebraska Grade IV Water Plant Operators license within a time frame established by the employer.
6. Must obtain a State of Nebraska Grade II Wastewater Plant Operators license within a time frame established by the employer.
6. Must maintain certifications as required.

