

**City of Cuba
Position Description**

Department: Public Works
Position Title: Public Works Director
Reports To: Mayor and Board of Alderman
Pay Grade: 27
FLSA: Exempt
Date:

Purpose of Position

Directs, plans, organizes, and manages department activities. This is a director position and oversees streets, water/sewer, natural gas, electric, property, grounds, mechanic shop, and building and code inspection and enforcement. Work involves multiple divisions and crews to carry out construction and maintenance projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and oversees the construction and maintenance of city utilities, infrastructure and facilities.
- Ensures compliance with state and Federal regulations, maintains all required records for department, provides regular reporting to Board of Alderman, State and Federal agencies.
- Supervises day-to-day operations of the Divisions, reviewing and approving projects and quality of work, performs inspection of projects.
- Handles citizen complaints and investigates to resolve issues.
- Maintains strong relationships with local, regional, and state agencies, works with business and residential owners on projects.
- Researches, assists and monitors budget for division, prepares bid specifications and oversees contracts, purchases supplies and materials and maintains inventory needed to complete projects, verifies the accuracy of invoices and purchase orders.
- Prepares cost estimates with engineers for city construction and maintenance projects.
- Performs inspection for city contracted projects.
- Updates mapping system for the City.
- Completes the fixed asset inventory.
- Performs building inspection, zoning and code enforcement and flood plain administration.
- Attends professional development training and provides training to staff.
- Plans and oversees city infrastructure projects, coordinates construction work between contractors and the city.
- Manages and oversees policy and procedure development and changes.
- Assists with departmental operating, capital budget, and tracks expenses, prepares all bid specifications, oversees bid process and makes recommendations for selection, and presents budget to Board of Alderman and Mayor.
- Attends Board of Alderman meetings as needed, presents information for the public, receives public input, and provides plans for consideration by governing body and Mayor.
- Establishes short- and long-term goals for public works service and department operations, and leads the department in process improvement and organizational improvement by producing, gathering, and analyzing data.

- Performs other duties as assigned.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Snowplows as needed.

Minimum Education or Experience Required:

Five years related experience and/or training; and/or a Master's degree or equivalent; or equivalent combination of education and experience. Project management and construction management experience.

Preferred Education or Experience Required:

Six to ten years related experience and/or training; or a Master's degree and equivalent and experience; or equivalent combination of education and experience. Civil engineer preferred.

Other Requirements – Certificates/Licensures

- Possession of a valid State of Missouri Driver's License.

Knowledge, Skills, Abilities

- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and conc
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Knowledge of city utilities, streets, water, sewer, natural gas, electric layout and functions, including mains and line systems, substation to individual points.
- Ability to complete detailed, technical work accurately.
- Knowledge of city, state, and federal regulations and building codes regarding natural gas systems.
- Ability to deal with others in a professional manner.
- Ability to effectively present information and interact effectively with customers, managers, and the general public, using professional language.
- Ability to express ideas clearly and concisely, both orally and in documentation.
- Ability to handle multiple tasks with frequent interruptions.
- Ability to pass criminal history and background check.
- Ability to pass drug screening and physical.
- Ability to read and follow blueprint designs and guidelines.
- Ability to speak, read, and write in English.

- Ability to reliably and predictably carry out duties.
- Ability to work autonomously when needed.
- Ability to work well with others in team setting, ability to supervise and manage other people.
- Knowledge of municipal government, city personnel policies, safety policies, and OSHA regulations.
- Knowledge of procedures for handling and shipping hazardous materials safely.
- Knowledge of safety regulations.

Supervision

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Involves supervisory responsibility for one or more full-time individuals, involvement in the recruitment and selection process of employees, prepares and conducts employees' performance appraisal, disciplinary measures, and assists with the hiring and firing process. Additional responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger with normal dexterity and repetition, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling over 10 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed more than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. May involve some exposure to dangerous situations and stressful situations. The employee may also be exposed to confined spaces, precarious places, and vibration. Ability to work in a bucket for long periods of time in high places. May be called out for emergencies. May be exposed to natural gas, gasoline, diesel fuel, oil, dust, asphalt, construction dust, paint, PCB, and wood treatments.

The City of Cuba is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Director of Public Works

Date

Mayor

Date