



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	PUBLIC WORKS DIRECTOR		
Department:	Public Works		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	PW/1
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for directing all public works operations, including street maintenance, solid waste, recycling, wastewater treatment, and storm/sewer maintenance.

Job Scope:

The purpose of this position is to direct all Public Works operations for the city. Successful performance helps ensure properly-equipped, trained, and motivated employees with adequate resources to provide the highest level of customer service and a safe environment to the community.

Essential Duties and Responsibilities:

1. Develops and implements short- and long-range goals and objectives, including the city's Capital Improvements Program; establishes strategies for their accomplishment; establishes and monitors department policies and procedures; monitors work activities and makes adjustments as necessary.
2. Develops the annual department budget; monitors expenditures under the current budget.
3. Supervises the work of department supervisors; evaluates goals accomplished; assists staff with resolving problems and personnel issues.
4. Oversees the development and implementation of special programs for construction and maintenance of the various infrastructure related to public works facilities.
5. Oversees the implementation of training and safety standards for the department.
6. Attends City Council meetings and provides information or clarifications as needed.
7. Coordinates activities and projects with other departments and divisions; participates in committees as needed.
8. Communicates and maintains good relationships with outside agencies and other city departments; responds to complaints and inquiries from the general public.

9. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Bachelor's degree in public administration, business management, engineering or related field from an accredited college
2. 5 years of progressively responsible managerial experience in public works, utilities, engineering, or any combination thereof.
3. Knowledge of municipal government accounting practices and planning required
4. Missouri drivers license
5. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices associated with public works operations, including project management, street maintenance, solid waste and recycling, water and wastewater treatment, storm/sewer maintenance and infrastructure financing.
2. Knowledge of construction and maintenance methods, equipment, and personnel skills for public works operations.
3. Knowledge of the development and administration of municipal budgets.
4. Knowledge of relevant federal, state, and local laws, regulations, and policies.
5. Knowledge of city and department policies and procedures.
6. Knowledge of management principles and practices.
7. Knowledge of proper customer service practices and community relations.
8. Skill in using a computer and various software programs.
9. Skill in using modern office equipment.
10. Skill in the training and supervision of personnel.
11. Skill in public and interpersonal relations.
12. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures.
3. Environmental Protections Agency and Department of Natural Resources regulations, state statutes and regulations.
4. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of varied management, administrative, and supervisory duties. The number of duties performed contributes to the complexity of the work.

Principal Working Relationships:

1. Elected and appointed officials, department and division heads, department employees, professional engineers, contractors, planners, developers.
2. Co-workers, other city employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Superintendent, Senior Engineering Technician, Project Manager, and Executive Administrative Assistant

Physical Demands:

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

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.