

Public Works Director

Nature of work: This is administrative and technical work in directing and supervising the City's Public Works operation. Work involves the responsibility for directing all phases of municipal public works, including storm sewers, fleet maintenance, public municipal facilities and road maintenance.

An employee in this class formulates policies and coordinates activities in accordance with general policies established by the Board of Alderpersons and the Mayor. The Director of Public Works exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees.

Responsibilities include directing the activities of the City's equipment maintenance building, maintenance programs, and solid waste disposal programs. The employee is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and adherence to procedures; and department personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public. Work is performed under the supervision of the Mayor under guidelines established by the Mayor and this Policy Manual; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives. This employee also must maintain all city buildings in a clean and safe manner and maintain clean and safe working condition(s) at all times. This employee must maintain city tools and equipment in a safe working condition and keep city property free of old, unused and/or dangerous equipment, tools and/or hazards. Also maintain a safe environment.

Essential Duties and Responsibilities: Directs and oversees highway, street, sidewalk, and sewer maintenance and construction programs. Is also responsible for oversight of the Transfer Station and other municipally owned facilities.

Is responsible for researching and implementing improvements to the operation of the departments in his/her charge, formulation of policies, and coordination of activities in accordance with general policies established by the City Board and Mayor.

Handles complaints from the public as received by phone or at the department directly. Prepares the department budgets, controls expenditures and approves all requisitions. Advises the Board and Mayor of all Public Works activities and problems. Administers the department's employment contracts. Confers with subordinates during the development and progress of various projects. Gives general supervision to the repair and maintenance of all motorized equipment, including light and heavy trucks and all special equipment.

Works with contracted professional engineers in designing and implementing projects, as assigned or requested by the Board and/or Mayor.

Performs related work as required.