

PUBLIC WORKS DIRECTOR/ CITY ENGINEER

Position Title: Public Works Director/City Engineer

Department: Public Works

Department Head: Public Works Director

Immediate Supervisor: City Administrator

Pay Range: 12 **FLSA Status:** Exempt

<i>APPROVED:</i> <u>April 5, 2000</u>
<i>REVISED:</i>
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Purpose

Serves as Department Director with primary responsibility for departmental administration and coordinating and directing activities associated with engineering, wastewater treatment, public works, civic center and airport maintenance. Designs and/or approves designs under Professional Engineer's license. Coordinates and supervises all public works functions. Providing leadership and guidance to division supervisors. This position is responsible for making recommendations to the Administrator and City Council for matters affecting the Public Works Department, including issues that might have a city-wide impact.

Organizational Relationships

Communicates with: *Internally* - City Administrator, City Council, other Department Directors, Fire Department; *Externally* - MPCA, MN Department of Health, MN DOT, MUC, consultants, and general public.

Supervises with full authority: All departmental employees, directly or indirectly through subordinate supervisors.

ESSENTIAL FUNCTIONS

Coordinate all maintenance and repair activities for the City's infrastructure, public works buildings/facilities and grounds.

Oversee, through supervision of the Public Works Superintendent, activities such as street maintenance, snow plowing and removal, signing, tree trimming, park maintenance, sewer cleaning and traffic control.

Oversee, through supervision of the Wastewater Superintendent, activities such as wastewater treatment, plant maintenance/operations/facility planning. Develop discharge permits for industrial users, develops annual improvement report and develops/reviews construction plans.

Coordinate all infrastructure development for the City: develop plans and specifications for public improvement projects, building upgrade plans and develops/coordinates layouts for special projects for other departments. Review and maintain airport master plan.

Provide technical and professional direction to engineering staff.

Develop RFPs for consulting work; review consultant's request for payments; plan and obtain quotes for city hall upgrades of office furniture and carpeting.

Serve as staff/resource person for the Public Works/Safety Committee; attend all Council and related meetings; represent City at local organizations (e.g. Main Street Willmar); and serve as a member of the Airport Commission.

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ESSENTIAL FUNCTIONS (continued)

Review driveway requests regarding location and width, and assist public on location of City water and sewer systems.

Participate in professional associations and various relevant local, regional and state committees.

Prepare and administer departmental budget, manage inventory of materials and equipment; and administer department's vehicle replacement policy. Review and code bills for payment.

Verify plat conformance with local ordinances, review plats for drainage, utilities, access, etc.

Review site plans; review projects with Director of Planning and Development Services for conformance; and review and sign building and excavation permits.

Prepare special assessment rolls, write and draw necessary easements, review appraisals and acquire easements. Coordinate new survey needs and review cost estimates.

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills and Abilities

Knowledge of engineering principles and practices.

Knowledge of supervisory practices and techniques.

Knowledge of MN DOT State Aid Manual.

Knowledge of NPDES permit procedures.

Knowledge of PCA specifications and MN DOH specifications.

Knowledge of MN DOT permits and R/R permits.

Knowledge of ADA and OSHA requirements.

Ability to manage time and plan and direct the work of subordinates.

Skill in operating engineering storm sewer, sanitary sewer and computer programs.

Skill in operating a drafting equipment, engineering scales, and a variety of computer software application such as word processing and computer aided drafting.

Machines, tools and equipment used: City vehicles and office equipment such as telephone, calculator, fax and copier.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering **and** five or more years of experience in position(s) of similar complexity including management and supervisory responsibilities. Minnesota P. E.

Working Conditions

Work is performed indoors in a typical office setting and outdoors while visiting public works buildings/facilities and numerous work sites. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.