

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**


Item No. _____
For Meeting of 08/03/09

ITEM TITLE: Approval of a Public Works Director job description and advertisement.

CONTACT PERSON: Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

The Public Works Director recently announced his retirement which is effective August 28th. Attached is an updated job description and draft advertisement. Staff would like to begin August 4th with recruitment to fill the position.

| |
|---|
| ____ Resolution _____ Ordinance ____ Contract <u> X </u> Other (Specify) _____ |
| Funding Source _____ |
| APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> _____ City Administrator</div> |

STAFF/COMMITTEE RECOMMENDATION: Approve description and advertisement.

CITY OF WINDSOR HEIGHTS

Position or Title: **DIRECTOR OF PUBLIC WORKS**
Department: **Public Works**
Date: **July ____, 2009**
FLSA Status: **Exempt**
Reports To: **City Administrator**
Union Status: **Non-Union**

Description and Purpose:

The Director of Public Works (“Director”) is appointed by the City Administrator and approved by the Council. Among other duties, s/he directs supervises the personnel and activities associated with the construction, development, maintenance and repair of the municipal public works—including streets, sewers, sidewalks, storm water, street signage, and traffic signals; develops and implements the Capital Improvements Program, including serving as primary liaison to the Citizens Capital Planning Committee; oversees contracts for solid waste collection and performs other related duties as required. S/he is part of the City’s executive management team and has input to a variety of policy recommendations. S/he also represents the City on a number of local and regional committees and/or task forces.

Essential Job Functions:

The following duties are typical for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. The Director provides the general direction of the Public Works Department, which includes animal control, parks, recreation and special events, in addition to streets, sanitary and storm sewers and the water system. S/he handles the budgeting and department personnel matters, including evaluating employee performance, hiring, promoting, demoting, reclassifying and discharging personnel, subject to the approval of the City Administrator.

The Director is responsible for delegation of the maintenance and repair of public streets, parks, trails and storm and sanitary sewers and the water system. S/he directs activities related to the design, construction and maintenance of streets, sewers and other related public works structure and issues right-of-way permits as appropriate.

S/he is accountable for traffic safety. This includes delegation of the upkeep and repair of public streets and their markings and traffic and street signs.

The Director prepares and monitors the budget; develops capital plans for pertinent function areas, determines the feasibility of capital improvement projects; assists with obtaining funding and develops, implements and oversees special and capital projects. S/he interacts with the public, other City departments, utility companies, developers, State and Federal agencies to successfully implement proposed improvements.

The Director is responsible for various permits and reports submitted to City, State and Federal agencies on a timely basis as appropriate. S/he maintains accountability for staff

training and supervision and ensuring that all certificates and licenses are current. S/he actively pursues training opportunities for staff members and self.

In addition, the Director must be able to operate heavy equipment and snow removal equipment.

Other Duties & Responsibilities:

The Director is responsible for handling driveway and sidewalk inspections and certain types of nuisance verifications. S/he is expected to attend all Council meetings. S/he works with and oversees a variety of contractors. The Director is expected to actively participate in City-sponsored activities and special events.

Qualifications:

- Must possess an Associate's degree in Public Works Administration, civil engineering or related managerial field. Bachelor's preferred.
- For those tasks where a personal or City vehicle is used, individual must be physically capable of operating the vehicle safely, have an acceptable driving record and possess a valid CDL (Commercial Drivers License) or the ability to obtain one within 30 days of employment.
- 5 years of experience in a Public Works related field ;
- 2 or more years of Supervisory experience;
- Extensive knowledge of project management and construction management policies and procedures;
- Extensive understanding of project and agency specification to ensure materials, policies and procedures specified meet accepted industry standards;
- Skill in scheduling, coordinating and implementing multiple tasks and projects concurrently;
- Skill in planning long range projects;
- Skill in handling changing situation and deadlines while maintaining efficiency and effectiveness;
- Ability to make informed decisions and recommendations on a wide variety of subjects, programs or issues using experience, training and knowledge;
- Ability to effectively communicate technical information to the public, peers, other staff, City Administrator and City Council;
- Ability to select, train, supervise, motivate and evaluate subordinate personnel;
- Ability to operate computers, and other office equipment as needed;
- Ability to prepare clear concise written and oral reports;
- Ability to communicate effectively both orally and in writing;
- Ability to establish priorities in order to accomplish a wide range of duties and responsibilities;
- Proficiency in Microsoft Office (Word, Excel and Outlook);
- GIS/GPS knowledge preferred;
- Must reside within 15 minutes (traveling at normal speeds) of the Public Works building at 6900 School Street.

Other Knowledge/Skills:

- Computer capabilities
- Budget skills
- General knowledge of construction, concrete and asphalt
- Knowledge of water and sewer systems
- Building aptitude
- General knowledge of parks maintenance and landscaping, with specific knowledge about rain gardens and bioswales preferred.

Supervisory Responsibility:

This position is required to supervise the Public Works Department, which includes approximately 6 full-time and 2 part-time employees, including summer and/or temporary employees.

Language Ability:

Must possess effective oral and written communication skills. Excellent interpersonal communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals using proper format, punctuation, spelling and grammar. Ability to effectively present information and respond to questions from groups, elected officials, other City staff and the general public.

Mathematical Skills:

Accurate mathematical skills, including the ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Cognitive Demands:

Requires knowledge of the general provisions of the uniform codes and state, federal and local laws. Ability to read and interpret building and construction plans and detect deviations from controlling requirements. 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 concrete variables.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position works in a variety of different environments, both inside and outside and may involve lifting and standing for longer periods of time.

Certificates, Licenses, Registrations:

- Valid Iowa Drivers License.
- Commercial Drivers License, or ability to get one within 30 days of employment.
- Class I Water Distribution License, or the ability to obtain one within 180 days of employment.

This position is subject to pre-employment and random drug and alcohol screening.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or work conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor does it alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Windsor Heights will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.

Public Works Director

Starting Salary: \$59,665 - \$62,648 DOQ, excellent benefits

City of Windsor Heights, Iowa

The City of Windsor Heights, Iowa (population 4,891, located in the greater Des Moines metropolitan area) is taking applications and résumés for a Public Works Director until 4:00 p.m. on August 27th, 2009.

The Public Works Director reports to the City Administrator and directly supervises the personnel and activities associated with the construction, development, maintenance and repair of the municipal public works, including streets; sewers; sidewalks; stormwater; street signage; traffic signals; develops and implements the Capital Improvements Program, including serving as primary liaison to the Citizens Capital Planning Committee; oversees contracts for solid waste collection and performs other related duties as required. S/he is part of the City's executive management team and has input to a variety of policy recommendations. S/he also represents the City on a number of local and regional committees and/or task forces. The Department is comprised of 6 full-time employees and a budget of approximately \$1.5 million.

The ideal candidate will be: knowledgeable in the field; be fair; have superior problem-solving skills; be a creative thinker who searches for innovative solutions; have leadership qualities; exhibit a commitment to continual learning; be able to communicate well both orally and in writing; and be able to work well with multiple projects and demanding timelines.

All City employees employed hired after January 1, 2008 in the Police and Street Departments, and all Department Heads and Chief Administrative Personnel must reside within **fifteen (15) minutes (traveling at normal speeds)** of the building or facility to which they normally report to work.

Detailed information re: requirements, responsibilities and application process available at City Hall at 515/279-3662 or www.windsorheights.org. Applications must be received not later than August 27th at 4:00 p.m. (cdt). EEO employer.

Submit cover letter, detailed resume including 5 work related references, and application, to:

City of Windsor Heights
1133 66th Street
Windsor Heights, IA 50324
(515) 279-3662 * FAX: (515) 279-3664
www.windsorheights.org

Closing date: August 27th at 4:00 p.m.

The City of Windsor Heights is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.