

# City of Windsor Heights

## DIRECTOR OF PUBLIC WORKS / BUILDING OFFICIAL

**Department:** Public Works  
**Reports To:** City Administrator  
**FLSA Status:** Exempt  
**Written By:** Brett Klein  
**Approved By:** Brett Klein  
**Council Review and Approval on February 16, 2015**

### **Summary Description:**

Under the general direction and supervision of the City Administrator, the Director of Public Works / Building Official is responsible for the directing, planning and organizing of the daily, seasonal and cyclical activities of the public works and building departments, including prioritizing based on need and marketing the department and its programs. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement and directs the activities of the department. The position is responsible for the operation and maintenance of the City's storm water and sanitary sewer systems. The position supervises the general maintenance, cleanliness, and efficient operation of the City streets, parks, buildings, sewers, sidewalks street signals and signage, and all other public lands and buildings, leased or owned. The Director of Public Works will serve as a working supervisor and direct the daily activities of all subordinates in all the divisions of public works by determining work priorities, and resources needed to carry out the activities. The incumbent will also enforce the City's property maintenance code, conduct site plan reviews, inspect and enforce the State and City Code requirements including building, plumbing, mechanical and residential codes and all other duties of the Building Official.

### **Appointment/Selection:**

Selection is made by the City Administrator subject to the approval of the City Council. Selection shall be based upon merit and qualification.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the principals and practices of contemporary municipal management, public sector budgeting fundamentals, personnel administration and public relations.
- Knowledge of the principles and practices of cost effective public works administration as it applies to the design, construction and maintenance of streets, water, storm and sewer distribution systems, property and all premises and grounds owned and / or maintained by the City.
- Ability to develop a departmental budget and operate within the confines of such through regular monitoring.

- Ability to plan, organize, direct and supervise employees toward departmental and City goals.
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to compile regular reports on programs including an evaluation of their effectiveness.
- General knowledge of parks and park and trail design and maintenance.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Knowledge of basic emergency management practices including as the role of public works director during a critical / hazardous incident.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of the International Building, Fire, Maintenance, Mechanical and Residential Code.
- Knowledge of the National Electrical Code, Uniform Plumbing Code and all other City State and Federal Building codes adopted by the City.
- Ability to read building plans.
- Working knowledge and general understanding of GIS and GPS.
- Ability to conduct building inspections, while applying the applicable codes.

**Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):**

- Serves as working supervisor by directing and participating in the daily activities of subordinates in all divisions of public works.
- Prepare and submit the annual department budget in accord with the current procedures for doing such and monitor expenditures and revenues throughout the year.
- Purchases commodities and services in accord with the current City purchasing policy.
- Sets up daily work schedules for public works employees, and determine manpower, equipment and material needs.
- Inspects work in progress and upon completion for conformance to desired standards and objectives for all buildings, facilities and grounds work under position's authority.
- Plans, schedules, evaluates and oversees all public works personnel, projects and operations including sanitary sewer, facilities, buildings and grounds, drinking water, storm water, parks, and equipment.
- Ensures the City meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
- Respond to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the City Administrator.
- Ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Determine resource needs and request funds accordingly during the budget process or in accord with the purchasing policy, based on priority needs.
- Supervise departmental purchasing and monitor expenditures to ensure compliance with the fiscal year budget.
- Serves as liaison between the City and various regional, state and federal agencies including the Metropolitan Planning Organization, Des Moines Wastewater Reclamation Authority, Central Iowa Regional Drinking Water Commission, Des Moines Water Works, Iowa Department of Natural Resources, Metro Waste Authority and the Federal Environmental Protection Agency, etc.
- Oversee and maintain systematic, complete and accurate departmental records and prepare reports as needed

- Direct, assign, plan and review the work of department staff. Resolve personnel complaints and problems and maintain a productive work environment.
- Recommend the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized; attend pre-construction meetings and inspect work in progress and upon completion for adherence to the contract, standards and general objectives.
- Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
- Work with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Enforce the City Code and policies related to the public works department.
- Carries out supervisory responsibilities in accord with the City's policies and applicable laws, including recruiting, interviewing, hiring with consent of the City Administrator, and training employees; plans, assigns, evaluates and directs all subordinate's work.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
- Oversee all contracts / agreements regarding sanitary waste, recycling, drinking water, sanitary sewer, storm water and all public buildings and grounds.
- Directs, reviews and evaluates inspection services, including all phases of building construction, zoning, heating and air conditioning, housing, plumbing and electrical inspection.
- Supervises and directs code enforcement for building construction, heating, air conditioning, housing, plumbing and electrical systems.
- Examines and passes plans for major building construction and alterations.
- Drafts ordinances governing the municipal inspection program.

- Directs the enforcement of the International Property Maintenance Code.
- Coordinates, supervises, assigns and assists in the inspection of dwelling units, homes, buildings and businesses for conformance with the City's Code of Ordinances for plumbing, housing, electrical, heating and air conditioning and building.
- Works with other City officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the City Administrator or City Council that arise from a matter of policy or contemporary trends.

**Peripheral Duties:**

- Attend seminars, professional /district meetings, and workshops related to public works duties and responsibilities to keep apprised of developments/changes in municipal government.

**Experience and Training:**

- Graduation from an accredited college or university with a two (2) year Associate's Degree or applicable certificate. Bachelor's degree in related field is preferred. A combination of training and extensive related experience may be substituted for some portion of the educational requirement.
- Minimum of three years of progressively responsible public work experience including in a lead or supervisory capacity.
- Two years of administrative and supervisor experience, departmental budget experience, and demonstrated computer proficiency.
- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Must possess and maintain or be able to obtain within two years of employment ICC certification as a plumbing and building inspector. Possession of or the ability to obtain Electrical Inspector's Certificate of Qualification is preferred.
- Possession of or ability to possess and maintain the requirements for Grade 2 Wastewater Treatment, and Spray Applicator License.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

**Tools and Equipment Used:**

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.

- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment

**Work Environment/Frequent Physical Demands:**

The physical demands described herein 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 a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.

- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

**Interaction with Other Department/Staff:**

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

*The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**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 working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights 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 City of Windsor Heights. 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 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 City of Windsor Heights has a similar right.

Employee's Signature	Date	City Administrator	Date
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The City of Windsor Heights is an Equal Opportunity Employer.