

Job Announcement – City of Middleton

Public Works Department: Director of Public Works (full-time)

Application Deadline: Open until filled

Salary Range: \$105,000 – 135,000 Annually (DOE), Exempt

Benefits: Paid vacation and sick leave, PERSI retirement, life insurance, and City pays 100% employee health insurance (medical/dental) premiums for employees and 50% for dependents.

Public Works Superintendent Job Description

GENERAL DESCRIPTION:

The public works director works under the supervision of the city administrator. The director of public works is responsible for various administrative and managerial duties and supervises all phases of operations for the Public Works Department (Water, Wastewater, Streets and Parks) day-to-day operations. Supervision of operations within these areas include construction, maintenance and repair of streets, alleys, and other paved areas, water and wastewater lines and valves, and all park infrastructure, developing work schedules, creating daily work plans, administering the department budget, monitoring development with DEQ, EPA regulations, controlling expenditures, scheduling personnel training and vacation, and overall management of personnel and equipment.

One of the essential duties of a public works director is the ability to create and plan long-term projects that will keep up with the growth of the city. The public works director is responsible for analyzing and assessing proposals of the public work staff. After evaluating the proposals, a public works director should then present the recommended projects to designated department heads for consideration and then supervise and direct his staff to work on the chosen projects.

The public works director is responsible for evaluating the projects in accordance to the given budget and ensure staff meet project budget and project criteria. Throughout the project, a public works director should always monitor the working progress of their staff and other employees; It is the responsibility of the public works director to ensure that all works are completed successfully by contractors, vendors, and other public staff member.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

Maintain regular, predictable, and punctual attendance for yourself and department.

Maintain strong relationships with the city officials, employees, contractors, the public, and representatives of other agencies

Perform work with relative independence and judgment with initiative required to meet department operating requirements and process abnormalities

Strong written and verbal communication skills; responds to email, phone messages and verbal requests in a timely manner. Ability to prepare and create clear and comprehensive written reports with accuracy and attention to detail

Excellent time management and project management skills

Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects on-time and within budget

Knowledge in safe work practices. Use safe working practices in the performance of duties and ensure proper safety practices are used by all operators.

Work a flexible schedule, which may include evenings, weekends, holidays, overtime and on call.

Oversee schedules of all Public Works personnel, including on-call, parks, and part-time personnel.

Working with the City Administrator and Treasurer in developing and maintaining the annual budget for the Public Works Department, including streets, parks, water, and wastewater.

Oversee the collection of sewage and water samples and submit required documentation to EPA, DEQ and other State & Federal Agencies.

Knowledge and understanding in developing processes and procedures for hazardous chemicals, including respiratory and bodily protection, which includes accident prevention, and working under the Public Works Director in producing/updating a manual as per OSHA regulations.

Knowledge, understanding and ability to operate all equipment in the Public Works Department, including sampling & using testing equipment for water & wastewater.

Knowledge, understanding and ability to perform routine and preventative maintenance of vehicles and equipment, as well as assist with major equipment maintenance and repairs as assigned.

Knowledge, understanding and ability to maintain parks, streets/roads, wells, lift stations and treatment facilities.

Knowledge, understanding and comprehension of maps, diagrams, and regulations/policies, including DEQ, EPA, Emergency Management and Floodplain regulations. Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.

Knowledge, understanding and ability to maintain environmental standards and compliance requirements.

Knowledge in municipal public works such as planning, design, maintenance, and construction.

Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.

Experience in evaluating and training staff

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Five years of work experience in the water and wastewater departments, construction and utility work, streets and parks maintenance or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Computer Skills: must be proficient in Word, Excel, Outlook

Budget management experience: municipal budget experience preferred

Supervisory experience

REQUIRED LICENSES: Professional Engineer, Idaho Driver's License.

PHYSICAL REQUIREMENTS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work. Work will be performed both indoors and outdoors. Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.