
JOB TITLE: Public Works Director

JOB TYPE: Full-Time

REPORTS TO: Deputy City Manager

STARTING RANGE: Salaried, DOQ

Job Overview

The purpose of this position is to manage, plan, direct and review the daily activities and operations of Streets and Alleys, Parks and Cemeteries, Vehicle and Equipment Maintenance, Stormwater, and the Flood Protection System.

Essential Duties and Responsibilities

- Plans, directs, and coordinates the activities of the Streets, Alleys, Parks, Lakes, Cemeteries, Vehicle and Equipment Maintenance, Stormwater, and Levee System.
- Establishes standards, plans, schedules, and procedures for operating, and maintaining the City's Street and Alleys infrastructure and maintenance policies and procedures for Parks, Lakes, Cemeteries, Vehicles and Equipment, and Levees.
- Recruits, selects and supervises employees within the Departments.
- Attends City Council Meeting and advisory board meetings as needed and responds to questions and complaints from the General Public.
- Assist in developing the annual budgets and capital improvement needs in support of long-range planning of City capital improvement plans or initiatives for each department with assistance from the various departments, and collectively monitor the progress of the budget throughout each fiscal year.
- Hire, assign, supervise, and evaluate superintendents and other staff. Assist with hiring and evaluation of other City personnel and ensures that his/her and all employees under his/her direction, comply with the City's Personnel and Policy Rules and Regulations, safety and security standards.
- Assists with City functions and special events and works on-call to handle emergency work as required or necessary.
- Works with Engineers on projects, with the objective of keeping projects on schedule, and within budget.
- Carefully monitor work done by outside firms, including engineers and contractors, to ensure the work being done is of high quality, and in the best interest of the city.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, minimize over-time, and work cooperatively and jointly to provide high-quality customer service.
- Role model the values of the organization through example and accountabilities.
- Facilitate solutions to problems facing the departments.
- All other duties as assigned.

Section 1: Minimum Job Requirements

- High school diploma or the equivalent
- Valid Driver's License or the ability to obtain one
- Demonstrate and maintain a good safety record and good driving record
- Ability to obtain Kansas State Board of Agriculture Commercial Applicator Certification (Category 8 Human Pest control).
- 5+ years' experience in Street maintenance and construction.
- 3+ years' experience in grounds maintenance
- Basic knowledge of a Flood Protection System
- 3+ years' experience in a supervisory role
- Basic computer skills
- Strong communication skills
- Understand and carry out concisely both oral and written instructions
- Adapt to technological changes as they are implemented

Section 2: Additional Job Requirements

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgement in performing diversified work activities.
- Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Section 4: Physical Requirements

Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, carrying, and lifting, pushing and pulling up to 75 pounds.

Ability to recognize individual characteristics of color, forms, sounds, odors, and textures associated with the job-related objects, materials and ingredients.

Section 5: Working Conditions

This position requires working under mildly safe and uncomfortable conditions without direct supervision, where exposure to environmental factors, such as temperature variations, odors, noise, vibrations, wetness, machinery, electrical currents, vehicular traffic and/or dust cause discomfort and where there is risk of serious injury.

This is highly physical work that regularly requires working outside and occasionally works inside. The position is frequently exposed to natural weather conditions including extreme cold and extreme heat.

Section 6: Work Schedule

This position generally works eight (8) hour days, Monday through Friday (excluding holidays). This position is required to assist in response to emergencies and emergency operations during off-duty times. Emergency response shifts can occur at any time, day or night, seven days per week including holidays.

Section 7: Personal Knowledge, Skills, and Abilities

The City of Osawatomie has identified the following employee core competencies that allow and encourage innovation, learning and improvement in both internal and external City services. These core competencies allow the City to accomplish the programs and strategic goals set by the organization in accordance with the organizational values. The core competencies are included in the performance assessment and review processes. Every successful employee is expected to demonstrate each of the following core competencies:

- *Personal Accountability*

Accepts responsibility and is accountable for his or her actions. Acts in ways that support honesty and upfront dealings with his or her work and maximizes the use and efficiency of time and resources. Completes tasks independently and in a timely manner. Meets attendance and punctuality guidelines.

- *Communication*

Clearly and concisely presents oneself both verbally and in writing assuring that others understand the intended message. Keeps appropriate people accurately informed and up-to-date of both positive and potentially negative information. Appropriately expresses one's own opinion. Refrains from immediate judgment and criticism of others' ideas. Delivers criticism in a way that demonstrates sensitivity to the feelings of others and waits for others to finish their intended message before responding. Writes concise correspondence when required. Understands of the importance of non-verbal communication and presents oneself in an appropriate manner.

- *Job Performance*

Maintains functional knowledge for position including experience, education, situations and systems. Follows City and Department policies and procedures regarding work performance as defined by the Department.

- *Initiative and Innovation*

Recognizes and pro-actively addresses opportunities to improve. Takes independent action within his/her scope of responsibility. Looks for opportunities to learn from others or on-the-job and applies new skills and knowledge to daily work. Applies and/or shares ideas about new trends, technology of data to improve organizational performance or customer service.

- *Leadership*

Willingly cooperates and works collaboratively toward solutions that best benefit all involved; works cooperatively with others to accomplish City and department goals. Willing to take a pro-active stance and/or leadership role. Puts goals of the City and/or department ahead of personal agenda, and supports and acts in accordance with City or departmental decisions even when such decisions may not entirely reflect personal position. Works to understand decisions, the reasons behind decisions, and is able to communicate them. Solicits the input of others who are affected by plans or action and gives credit and recognition to others who have contributed. Is able to provide guidance of direction through informal leadership, moving towards shared goals and objectives.

Section 8: Benefits Available

This position is eligible for enrollment in the City of Osawatomie’s complete benefits program, including health, dental, vision, and life insurances, and options for retirement savings programs.

Section 9: Other Information and Disclaimer

Department	Public Works
Type	Full-Time
Pay Rate Type	Hourly
Weeks Per Year	52
Hours Per Week	40
KPERS Eligible	Yes
CDL Required	No
Random Drug Screen	Yes
Clothing Allowance	Yes
Drug Test Requirement	Yes
Physical Requirement	Yes
Background Check	Yes (Includes Driving Record)

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or

exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.