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| FLSA STATUS | Exempt | CIVIL SERVICE | No |
| UNION | No | TELECOMMUTE ELIGIBLE | Yes |
| DEPARTMENT | Public Works | DEPARTMENT NUMBER | 260 |
| REPORTS TO (TITLE) | City Administrator | JOB FAMILY | Public Works |
| PAY GRADE | 13 | DATE OF LAST REVIEW | October 2024 |

| NATURE OF WORK |
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| <p>This level within the Public Works family and Management series develops and provides multi-year planning and implementation of city-wide capital improvements projects through the coordination of local councils, multiple civic planning groups and local property owners. This position directs staff and consultants to create cost actionable plan sets, including daily guidance to professional supervisor staff and consultants. Issue resolution and supporting documentation to acquire final approval of public works contract modifications; and fleet selection and maintenance. This position is responsible for the oversights of the following Department Divisions; Engineering, Water Pollution Control, Street Maintenance, Sewer Collection Maintenance, Traffic Maintenance, Electrical Department, Fleet Maintenance, City Building and Facilities Capital.</p> <p>Under the leadership of the City Administrator, this position exercises independent judgment and works with minimal supervision on the City of Ottumwa infrastructure, wastewater treatment and engineering functions. Might seek guidance from City Administrator, when needed.</p> |

| DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i> | |
|---|---|
| 1. | Plans, assigns, directs and exercises general direction over divisional employees engaged in a wide variety of public works design, construction, maintenance and operating tasks; studies departmental organizations, personnel distribution and project requirements to determine the most efficient and economical utilization of available personnel. |
| 2. | Prepares and oversees Public Works divisions' annual department budget; supervises and participates in the formulation, preparation and maintenance of long range and current engineering and maintenance plans, complex reports and records of public work activities; determine cost estimates of projects and the assessable costs to individual property owners on special assessment projects. |
| 3. | Prepares and oversees Public Works divisions' annual and long range Capital Improvement Program |
| 4. | Administers contracts/grants by completing paperwork such as pay requests, claim for reimbursements, change orders, and review acceptability of completed work. |
| 5. | Evaluates and identifies needed infrastructure repairs and suggests means and methods to accomplish related goals; |
| 6. | Supervises work necessary to secure data relative to design of street improvement, and sewer structures, such as storm sewers and laterals, wastewater treatment facilities, pumping stations, flumes or sewers; designs and prepares detailed plans for construction projects. Oversees engineers performing contracted design work; |
| 7. | Prepares reports and supplemental information for city council meetings. Presents regular project updates and presentation before the city council, staff, public organizations and the media. Regularly updates department specific aspects of long-term planning platform. |

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

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|-----|---|
| 8. | Supplies contractors and the general public with special information relating to projects, inspects projects during construction to assure conformance with plans and specifications. |
| 9. | Develop emergency flood protection measures and emergency snow and ice procedures; authorize contractors to provide necessary flood, snow and ice protocols and safety measures. |
| 10. | Coordinates with and responds to questions and inquiries related to the public, developers, community partners, and other departments. |

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular, part-time or contracted employees as well as assigns work.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's Degree in Engineering, Public or Business Administration or related field.

AND

Eight (8) years experience in public works or a related field, with at least five (5) years of supervisory and/or administrative/budgetary capacity.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's License.

A licensed professional engineer may have salary adjusted to a grade 15.

SKILL / ABILITIES REQUIREMENTS

- Ability to review and interpret environmental regulatory guidance and in-depth municipal finance alternatives;
- Modern office procedures and equipment and recordkeeping principles;
- Management and financial oversight of department budgets;
- Project and construction management;
- Monitors a budget and cost estimating for projects;
- Maintains confidentiality;
- Prioritizes and assigns work;
- Read and interpret engineering plans and understand specifications;
- Knowledge of Civil Engineering Principals and Technologies;
- Time management;
- Knowledge of modern methods and techniques in the construction and maintenance of a variety of public works activities;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

CLASSIFICATION HISTORY

| DATE | COMMENT |
|--------------|---|
| August 2023 | Draft prepared by CHM |
| October 2024 | Updated per departmental feedback by BC |

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

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| | |
| Date | Signature |

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.