

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Public Works	DEPARTMENT NUMBER	210
REPORTS TO (TITLE)	Director of Public Works	JOB FAMILY	Public Works
PAY GRADE	10	DATE OF LAST REVIEW	November 2023

<b>NATURE OF WORK</b>
This level within the Public Works Family and Management Series oversees the day-to-day operation of the Public Works Maintenance Departments; Street Maintenance, Sewer Maintenance, Traffic Maintenance and Central Garage Mechanics. This position assigns and prioritizes duties, ensures quality assurance of work being completed, completes and oversees annual budgeting and expenditures and is in-part, responsible for staff management. Additionally, this position acts as a liaison between the Director of Public Works and other upper management City positions and the Public Works Department Supervisors.

<b>DUTIES / RESPONSIBILITIES</b> <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 work construction, maintenance and operating tasks; hires, evaluates job performance and any necessary disciplinary actions concerning foreman/supervisors, and staff in the Public Works Department.
2.	Assists in preparing annual budget between nine different departments and ensures compliance throughout the year; oversees employee payroll within designated departments; reviews and is responsible for all Public works Maintenance purchases made by staff.
3.	Maintains records & logs including PCC street repairs, pothole patching, sewer cleaning and inspections, street sweeping, sign repair, snow reports, levee maintenance, weekly work reports, monthly quantity reports and others.
4.	Meets with other department administrators, contractors, engineers, utility companies and federal, state and county agencies to discuss current and proposed work, work problems and work procedures, also, meets with various civic organizations as a city representative to discuss public works programs, needs and problems.
5.	Prepares and maintains organizational material for all Public Works Maintenance Departments including an annual work calendar, upkeep of current & future contracted projects list, upkeep of departmental goals and project management.
6.	Investigates and responds to Citizen Requests, inquiries and complaints; point of contact for personnel inquiries as well as contract questions and compliance.

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

<b>SUPERVISORY RESPONSIBILITIES</b>
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**

High School diploma or G.E.D. equivalent.

AND

Five (5) years of experience in construction, construction management or civil engineering.

AND

Five (5) years of experience in personnel and employee management.

AND

Five (5) years of experience in public service to the community.

OR

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

**LICENSING / SPECIAL REQUIREMENTS**

Valid driver's license.

**SKILL / ABILITIES REQUIREMENTS**

- Ability to review and interpret environmental regulatory guidance and in-depth municipal finance;
- Modern office procedures and equipment;
- Recordkeeping principles;
- Read and interpret construction plans;
- Monitors a budget and cost estimating;
- Calculates financial statements, ratios, proportions and percentages;
- Prioritizes and assigns work;
- Knowledge of materials, methods, tools and equipment used on City Infrastructure including preventative maintenance services and repairs including streets repairs, sewers repairs and traffic signage;
- Knowledge of Civil design and Construction standards including SU DAS and MUTCO;
- Multitask and balance workloads;
- 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, UKG, RTA, and FuelMaster). 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: fingering, talking, hearing, and seeing.

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.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by CHM
November 2023	Updated per PDQ 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.

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.