

City of Bloomfield – Job Description

Position: Director of Public Works **Reports to:** City Administrator

Department: Public Works **Review Date:** 12/1/2017

FLSA Status: Exempt **Council Approved:** 12/7/2017

Job Summary

Under administrative direction of the City Administrator, the Public Works Director develops, coordinates and organizes the municipal public works function of the City within parameters set forth by local, state and federal direction, procedures and authorizations, and laws. Oversees the maintenances, constructions, and operations of City-owned facilities and equipment, infrastructure and utilities. The Director provides direction to a unionized staff in a multi-faceted environment which includes water distribution, sanitary sewage collection and treatment, electric power distribution, back-up electricity production (through the use of generators), natural gas distribution, maintenance and repair of streets, public grounds and facilities.

Works with the City Administrator, and especially the Community Development Director in areas of infrastructure development and community energy savings/self-sufficiency. Works with the Deputy City Clerk and City Administrator in making recommendations to the City Administrator regarding hiring, evaluation, promotion, and discipline and/or discharge of Public Works employees (all within the parameters of the employee's collectively bargained labor agreement).

The Director shall be available for off-hour emergencies and shall be on-call at any time except for previously scheduled leaves and illnesses. While preferred within the city limits, the Director shall live no farther away from City Hall than about a 15-minute drive time.

Essential Job Functions

1. Plans, develops, coordinates and organizes effective operation of all public works within the City. Provides guidance to subordinates regarding planning, scheduling,

and assigning duties of the department. Establishes, and manages staff to meet appropriate deadlines.

2. Monitors and evaluates efficiency and effectiveness of service delivery within the department. Informs and makes recommendations to the City Administrator regarding department needs and initiatives; makes presentations to the City Council regarding department needs and initiatives.
3. City Liaison for every-day issues related public works. Attends all City Council, staff meetings and other training sessions, seminars and/or meetings necessary to the operation and management of the Department.
4. Coordinate's engineering and inspection of capital improvement projects. Sometimes with the assistance of the Community Development Director and the City Administrator, makes recommendations to the City Administrator regarding the hiring of outside consulting and engineering services.
5. Assists the City Administrator in the preparation, management and administration of the Department budget. With the assistance of the Community Development Director and under the Direction of the City Administrator, establishes capital improvement plans.
6. Oversees a department equipment inventory, and develops and administrates a department equipment replacement plan.
7. With assistance from the Deputy City Clerk and the City Administrator, oversees the Human Resource function of the Department. Tries to resolve employee/management disputes within the department. In accordance to the employee collective bargaining agreement, the position is the first -line responder to union grievances. Oversees the evaluation of employee performance within the Department. Responsible for organizing and staffing department safety programs and encourages safety compliance in all phases of work.
8. Submits any required reports including monthly activity reports, staff updates, newsletter articles, budget reviews and monthly expenditures. Gives approval or recommends approval of purchases in accordance with city purchasing policies.
9. Performs other duties as assigned by the City Administrator. Assists other City Departments is service-related functions. Participates with community groups and other governments in job related activities as needed.

PHYSICAL DEMANDS

“X” indicates the amount of time the employee spends performing job functions:

N = None or 0%

F = Frequently or 34-66% (3-6 hours)

S = Seldom or 1-6% (up to ½ hour)

C = Constantly or 67-100% (6-8+ hours)

O = Occasionally or 7-33% (up to 3 hours)

	N	S	O	F	C		N	S	O	F	C
BODY POSITIONS						ENVIRONMENTAL					
Standing				X		Dust			X		
Sitting				X		Noise			X		
Walking				X		Vibrations			X		
Kneeling			X			Chemical Agents			X		
MOVEMENTS						Biological Hazards			X		
Bending/Stooping			X			Excessive Heat			X		
Twisting/Turning			X			Excessive Cold		X			
Crawling		X				Traffic Hazards			X		
Squatting		X				Moving equipment/machinery			X		
Balancing			X			Trip and Fall obstacles			X		
Reaching Overhead			X			JOB SPECIFIC					
Reaching Forward				X		Indoors 50-80%				X	
Climbing – Stairs, Slopes, etc			X			Outdoors 20-50%			X		
Neck Flexion/Extension				X		Driving – Vehicle/Equipment			X		
USE OF HANDS						Power Tools/Equipment			X		

Grasping/Handing			X		Sight/Hearing/Speech				X
Powerful Grasp			X		Other	X			
Fine Manipulation			X		Other	X			
Keyboarding/VDT 2-3 hrs/day			X		Other	X			
LIFT/CARRY					PUSH/PULL				
0-10 lbs. Carry 300 ft			X		0-10 lbs using tools/equip				X
11-25 lbs. Carry 300 ft			X		11-25 lbs using tools/equip				X
26-50 lbs. Carry 100 ft			X		26-50 lbs move supplies/equip			X	
51-75 lbs. Carry 25 ft			X		51-75 lbs move materials/equip			X	
76-100 lbs. Carry 6-10 ft		X			76-100 lbs move equipment		X		
Over 100 lbs. Carry 0 ft	X				Over 100 lbs move equipment	X			

Required Personal Protective Equipment:

Safety Glasses, Hearing Protection, Hard Hat, Safety Shoes, Gloves, Coveralls, Safety Vest, Disposable Respirator, Seat Belt, Dust Mask

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities

1. Has knowledge of and ability to operate all City owned equipment necessary to perform efficiently in the Public Works Director position.
2. Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations.
3. Knowledge of and ability to perform effective training methods.
4. Ability to report, write or edit articles for publication; ability to prepare and deliver lectures; ability to interview, counsel or advise people; ability to evaluate technical data; ability to use a telephone and a mobile radio.
5. Ability to work independently while being responsible for planning, coordinating, directing, organizing and participating in the public works activities of the city in an effective and efficient manner; ability to plan and administer a comprehensive public works program.
6. Thorough knowledge of the principles and practices of public works planning and development. Knowledge of the facilities, equipment and staffing needs.
7. Knowledge of and ability to perform effective training methods.
8. Knowledge of operation of light, medium and heavy construction and maintenance equipment to be used in maintenance, repair and improvement of City infrastructure.

9. Knowledge of traffic laws and regulations involved in equipment operation; knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
10. Ability to establish and maintain effective working relationships with the City Administrator, City Council, Mayor, co-workers, subordinates and the public.

EDUCATION, TRAINING AND EXPERIENCE

Required Education: • High School diploma

Preferred Education: • B.A. in a field relating to public works administration

Suggested Training:

Preferred Experience: • Minimum of five (5) years of experience in public works, with at least one (1) year being in a supervisory or administrative capacity

Required Licenses, Registrations and Certifications: • Valid Iowa Driver's License

Special Requirement: • Shall establish residency within the City limits within the first six (6) months of employment with the City.

Required Testing:

- Pre-employment Physical Exam
- Pre-employment Drug Test
- Pre-employment Functionality Test

The City of Bloomfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.