

## Job Description

**Job Title:** City Engineer / Director of Public Works

**Reports To:** City Administrator

**FLSA Status:** Exempt

**Department:** Public Works

**Summary:** Manages day-to-day operations of the Department, oversees public and private infrastructure projects, manages the Department's budget and assists all other departments as required by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Works daily with Division Managers to maintain the City's existing infrastructure.\*
2. Prepares the Public Works Capital Improvements Plan and manages all projects.\*
3. Prepares, manages and amends the Public Works Department operating budget.\*
4. Oversees all departmental personnel matters working with Division Managers.\*
5. Provides guidance to the Board of Aldermen and other City Boards at their meetings.\*
6. Reviews land development applications and assists developers through the City's process.\*
7. Works with county and state representatives on joint road and bridge projects.\*
8. Works with various state and federal agencies to pursue financing for City projects.\*
9. Interacts with the citizenry on their individual public works issues.\*
10. Serves as the City's Floodplain Manager for all FEMA floodplain issues and applications.\*
11. Maintains the City's archives for all subdivision plats and engineering drawings.\*
12. Interprets and updates the City's codes related to infrastructure and land development.\*
13. Serves as the City's representative on the MARC Solid Waste Management Council, MARC Water Quality and Education Committee and MARC Highway Committee.\*
14. Performs other duties as assigned by the City Administrator and Board of Aldermen.

### **Supervisory Responsibilities:**

Manages one subordinate supervisor who supervises a total of seven employees in the Public Works Department and manages one subordinate Project and Compliance Management Coordinator. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning,

assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; design software and internet software.

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university; and four to six years related experience and/or training; three years' experience with legal documents; or equivalent combination of education and experience.

**Certificates and Licenses:**

Missouri PE license; and Association of State Floodplain Managers, Inc. - Certified Floodplain Managers certificate is preferred

**Knowledge, Skills and Other Abilities:**

- Works independently
- Ability to multi-task

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.