

JOB ANNOUNCEMENT

Position: Public Works Director

Closing Date: November 23, 2022

The City of Windsor Heights, Iowa is seeking an energetic customer service-oriented professional to join our team in the role of Public Works Director. This is a department-head level position with management responsibility over the City's streets, utilities, parks and facilities divisions. The Public Works Director is responsible for the general maintenance, cleanliness, and efficient operation and performance of the City's infrastructure including, but not limited to: streets, parks, trails, City trees, buildings, sanitary and storm sewer collection systems, sidewalks, street signals, signage, fleet vehicles, and all other public lands and buildings. Essential duties and responsibilities include:

- In conjunction with the City Administrator, directs the development and implementation of strategic and long-range plans for Public Works in alignment with the City's long-term plans – Comprehensive Plan, Strategic Plan, Capital Improvement Plan, Equipment Revolving Plan, and Parks Master Plan.
- With direction from the City Administrator and Finance Director, prepares and submits the annual department budget, including the Capital Improvement Plan and Equipment Revolving Plan in accord with the current procedures and monitors expenditures and revenues throughout the year.
- Serves as the main point of contact for the Public Works Department. Ensures a response to citizen complaints, taking remedial action in a timely manner and escalating to appropriate levels as needed.
- Solicits quotes and purchases commodities and services in accord with the current City purchasing policy.
- Oversees the maintenance needs of the Community Center.
- Works with City and County Emergency Management and responds to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Ensures the City meets State EPA and DNR guidelines and provides for emergency maintenance needs outside of normal business hours.
- Enforce the City Code and policies related to the Public Works department.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Oversee and maintain systematic, complete, and accurate departmental records and prepare reports as needed.
- Oversee all contracts / agreements regarding maintenance and repair of City equipment, public buildings, and grounds.
- Other duties as assigned.

Supervisory Responsibility:

- Leads, inspires, motivates, and guides others toward goals, coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Knowledge, Skills and Abilities:

- Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies organizational procedures, requirements, regulations, and policies related to competencies in public works operations, municipal budgeting, procurement and maintaining mission-related technical standards.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative to make a determination, draw conclusions, or solve a problem.
- Ability to use logic or science to solve problems with several abstract and concrete variables; ability to perform arithmetic, algebraic and geometric calculations, fractions, decimals, and percentages.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Knowledge of basic emergency management practices including National Incident Management (NIMS).
- Knowledge of safety procedures, equipment, and materials for programs such as lock out/tag out; underground excavations; OSHA and state certification programs.
- Ability to work independently while being responsible for planning, coordinating, 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.
- Maintains knowledge of applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.

Education and Preferred Experience:

- Bachelor's Degree in Civil Engineering, Construction Engineering, Public Administration, or related field of study is a plus but not required. Relevant college coursework and / or municipal experience may be substituted for the requirements contained herein at the discretion of the City Administrator.

- Minimum 5 years of progressively responsible public works experience including in a lead or supervisor role.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Successful completion of a: DOT physical, background check and drug screen.
- A valid Iowa driver's license with a Class B Endorsement.
- Must be available for on-call duties and emergency calls as needed.
- C.P.R., AED and First Aid certifications.

Tools and Equipment Used:

- Personal computers, database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Heavy road, excavation, and construction equipment, including but not limited to backhoe, dump truck, snowplow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.

Work Environment/Frequent Physical Demands: The physical demands described herein 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 a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Position may require a significant work pace pressure and irregular work in addition to performing during emergency management and critical incident situations.
- Serve in an 'on call' capacity on a rotating basis with other Public Works staff to respond to after-hours calls for the Community Center.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the

employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Windsor Heights is an Equal Opportunity Employer.

Compensation: The salary range for this position is \$76,486 - \$113,747 depending upon qualifications. The City also offers excellent fringe benefits including employee and qualified dependent health insurance, paid time off, short- and long-term disability, and floating holidays.

Apply online at www.windsorheights.org/Jobs.aspx or email a cover letter and resume to publicworksdirector@windsorheights.org.