

## **EMPLOYEE JOB DESCRIPTION – DIRECTOR OF PUBLIC WORKS**

### **GENERAL STATEMENT OF DUTIES:**

Plans, administers and directs municipal public works programs for the City of Osseo. The Lead Persons for Streets and Public Utilities shall perform their duties under the direction of the City Director of Public Works.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible professional and administrative position in planning and directing the City's Public Works Programs. This position involves administrative responsibility for planning the maintenance and construction of sanitary and storm sewers, streets, bridges, sidewalks, curbs and gutters, water and wastewater treatment, parks, public buildings, and public works safety programs. The Director of Public Works plans, supervises and coordinates the activities of the department subject to the general direction of the Mayor and Common Council, but professional and technical decisions are made independently. Supervision is exercised over all supervisory personnel and employees of the department and its various division.

### **EXAMPLES OF WORK:**

- Zoning Administrator, including directing citizens and applicants in complying with zoning and construction codes, issuing zoning permits, providing documentation for City Assessor, and enforcement of ordinances
- Plans and directs all activities of the City's Public Works programs;
- Designs, coordinates and/or supervises all public construction and maintenance projects involving city streets, bridges, curbs, gutters, recycling, water facilities, wastewater facilities and public facilities (i.e. parks, swimming pool)
- Advises the Mayor, Common Council, various boards and commissions on technical problems
- Reviews project specifications, bid invitations and reviews project cost estimates
- Receives complaints and problems from the public and ascertains that they are resolved
- Assist in preparation of special assessments
- Prepares and monitors annual departmental operating budget, including all divisions
- Prepares monthly and annual reports to state agencies as needed, and recommends and receives approval of water and sewer rate increases as needed.
- Approves purchases, reviews and approves invoices prior to payment
- Maintains public works records and files
- Assures the maintenance and repair of automotive and mechanical equipment operated by the department

- Develops effective working relationships with the general public, contractors, vendors, public utilities and state agencies
- Supervises the preparation and revision of City maps, records and plats
- Administers and/or supervises public works contracts
- Assures the maintenance and repairs of parks and City buildings
- Coordinates and advises consulting engineers on state and federal projects being undertaken by the City
- Prepares long-range plans as required by Common Council
- Keeps abreast of current developments in the field by attendance at seminars, meetings and professional workshops
- Directs the acquisition of department equipment and property
- Attends City Council, Planning Commission and Committee meetings as required
- Performs designs, computations and drafting when needed
- Does related work as required

Dated: May 13<sup>th</sup>, 2019