

**CITY OF FAIRMONT
POSITION DESCRIPTION**

Director of Public Works/Utilities

DEPARTMENT: Public Works
FLSA CLASSIFICATION: Exempt
REPORTS TO: City Administrator
SUPERVISES: Public Works, Public Utilities, Engineering, and Airport Departments

DEFINITION:

The Director of Public Works/Utilities coordinates, plans, and provides direction to all Public Works, Public Utilities, Engineering, and airport functions of the city consistent with city policy, federal and state regulations, and objectives developed and/or approved by the City Council and/or the Public Utilities Commission. This is a highly responsible position requiring good judgement and ability to act independently.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Directs and monitors the development of long-range planning for the Public Works (streets, parks, shop, facilities), Public Utilities (electric, water, wastewater), and Engineering departments and city airport.
- Works with department superintendents to establish objectives, priorities, and policies within each department.
- Prepares and recommends annual capital and operating budgets in cooperation with department superintendents and staff, monitors expenditures within approved budgetary limitations.
- Looks ahead to the future; identifies appropriate objectives and timelines; involves appropriate stakeholders; continuously monitors projects and adapts scope as appropriate; measures results and analyzes outcome; follows through on commitments.
- Manages a full range of public infrastructure projects and functions as a project manager; writes complex studies and reports; performs dispute resolution with developers, engineers, contractors, and residents.
- Prepares or supervises preparation of feasibility reports for municipal improvements including preliminary cost estimates, and project recommendations.
- Monitors inspection activities to ensure compliance with city and state codes.
- Reviews availability of federal, state, and other funds for engineering, public works and public utility use and makes recommendations to the Council and the Public Utilities Commission.
- Monitors current monies/grants being used by the Public Works, Public Utilities and Engineering departments.
- Directs the preparation of assessment rolls based on established procedures.
- Functions as liaison and advisor to various consultants, government agencies, developers, other city departments and the public.
- Maintains contacts with outside agencies, i.e., MNDOT, MMUA, MPCA, MDH, DNR.
- Directs the maintenance of appropriate public works and public utilities files, records, and maps.
- Drafts resolutions, ordinances, and revisions related to Public Works/Utilities for consideration by the City Council and Public Utilities Commission.
- Attends Public Utility Commission, City Council, Park Board, Airport Advisory Board, staff, and other meetings as needed.
- Contributes to and participates in problem solving within management team.

- Directs the implementation of the city’s MS4 permit, Stormwater Pollution Prevention Program (SWPPP), and Surface Water Management Plan.
- Reviews construction plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans; and authorizes permits.
- Directs the preparation of engineering project plans and specifications, related to public works improvements and maintenance for water, sanitary sewer, storm sewer, streets etc. This includes site investigation, design calculations, project estimates, and construction documents.
- Administers construction contracts, negotiates contracts and change orders.
- Administers the bridge inspection program, pavement management system, asset management system, CAD, and GIS programs.
- Oversees staffing in all public works, public utilities, and engineering departments including hiring and other personnel related actions.
- Performs other duties and activities as apparent or assigned by the City Council.

EQUIPMENT USED:

- Computer
- Mobile devices

REQUIRED KNOWLEDGE AND ABILITIES:

- General knowledge of engineering, planning principles and practices as related to municipal development and utility operations.
- Skill in preparing and administering municipal budgets and programs.
- Knowledge of pertinent Federal, State and local laws, ordinances, statutes and regulations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established goals.
- Strong leadership ability to organize, direct and coordinate diverse activities, and the ability to motivate staff.
- Ability to work effectively with City Council, Public Utilities Commission, division and department heads, outside consultants, contractors, regulatory agencies and the public.
- Knowledge of project management principles and practices.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in civil, electrical, or mechanical engineering or a related field.
- Five (5) years’ experience in civil engineering or related field preferably in municipal operations.
- Three (3) years supervisory experience.
- Three (3) years of experience with project management.

PREFERRED QUALIFICATIONS:

- Ten (10) years of experience in civil engineering/public works preferably in municipal operations.
- Five (5) years of experience in leading and operating public utilities.

CONDITIONS OF EMPLOYMENT:

- Possession of a MN Class D Driver License or the ability to obtain one within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday-Friday. Additional hours will be required, as this position is responsible to attend City Council meetings and other meetings as necessary.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions, problem solving, written communication, interpersonal skills, and standing.

Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination

Activities that **occur infrequently**, less than 1 hour: bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

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.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date