City of Cresco Public Works Director Job Posting

The City of Cresco is seeking qualified candidates for Public Works Director. Duties include oversight of public works staff involving streets, storm sewers, waste water treatment, water, and various projects. Experience in public works, street maintenance, heavy equipment, supervisory, and administration responsibilities is required. Extensive public contact; excellent interpersonal skills required. Must have valid Iowa driver’s license w/ CDL and pass pre-employment physical and drug screen. Salary DOE. Benefits include vacation and sick time, longevity pay, life and health insurance, subsidized AFLAC coverage, and IPERS.

Full job description and application forms are available online at cityofcresco.com/employment. Return application and resume to cityhall@cityofcresco.com or 130 N Park Place Cresco, IA 52136 by August 31, 2020. EOE
Position Title: Public Works Director
FLSA Status: Exempt
Reports to: Mayor
Supervises: Water Department, Sewer Department, and Street Department.
Subject to Pre-employment drug and alcohol testing.

General Summary. Responsible for assisting supervisors in all operations of the Public Works Department, including administration and supervision of all city activities for the operation, maintenance and repair of city streets, storm sewers, water system, and sanitary sewer system. Performs work, supervises other department employees, and administers all contracts for work performed under the supervision of the Public Works Department. Position works with private contractors and supervises vendors on City projects. Position has considerable direct contact with the public, and acts as Code Enforcement Officer for nuisance properties and vehicles. Position operates vehicles, machines and equipment used by the Public Works Department. This position will also coordinate with contractors performing projects conducted by private entities that affect functions under the Director’s responsibility. While the Public Works Superintendent will be consulted and advise on such projects, this position is not responsible for oversight or review of private projects such as subdivisions; or projects for which the City has hired an engineer, architect or similar consultant to inspect and oversee on behalf of the City.

Essential Functions with input from the department heads.

- Responsible for assisting supervisors in the operations of the Water, Sewer, and Streets within the City of Cresco.
- Responsible for implementing and conducting annual performance reviews of employees and supervisors.
- Responsible for oversight in street maintenance work including, but not limited to: patching, crack filling, resurfacing with either hot mix asphalt or seal-coat, sweeping, and other related work.
- Responsible for oversight in the operations and maintenance of the storm sewer system including, but not limited to: cleaning intakes, clearing clogged lines, and maintaining any storm sewer discharge areas consistent with city policy and applicable laws and regulations.
- Responsible for oversight in the operation and maintenance of all aspects of the wastewater treatment facility and sanitary sewer system consistent with applicable laws and regulations, including but not limited: to establishing and executing a sanitary sewer maintenance program, repair and maintenance of sewer and wastewater facilities including possible emergency duty; monitoring equipment; collecting samples; general maintenance of the facility and equipment which includes pumps, compressors, IFAS system; aerators; lift stations and other activities needed to assure the proper operation of the facility.
- Responsible for oversight in the operation and maintenance of all aspects of the water system consistent with applicable laws and regulations, including, but not limited to: establishing and executing a water system maintenance program, operation of wells and distribution system, and repair of water main breaks or service failures, including possible emergency duty; collecting samples and performing all water quality tests
required by regulation and forwarding same for analysis; taking all required readings and assuring the proper operation of all wells, pumps and treatment mechanisms.

- Responsible for the preparation and submission of all reports for activities the Director supervises. Responsible for coordinating with other employees and private contractors to assure reports are prepared accurately and submitted in a timely manner.
- Coordinates with private contractors for City projects and for work conducted by private individuals or firms as related to the Public Works Department.
- Responsible for reviewing and issuing building permits and other permits or licenses.
- Responsible for coordinating enforcement of the city’s nuisance property and vehicle ordinances.
- Responsible for public contact and problem resolution for all Public Works functions.
- Responsible for support of the Planning and Zoning Commission, and the Board of Adjustment. Prepares all documents for P & Z and BOA meetings and public hearings.
- Review all plats, zoning requests and similar items submitted to the Planning and Zoning Commission as related to the activities of the Public Works Department.
- Coordinate with City Clerk on preparation and execution of Capital Improvements Program and Budgeting Processes.
- Coordinate with City Clerk on day-to-day city operations.
- Other duties as assigned by the Mayor, working with the City Council.

QUALIFICATIONS
Minimum Entry Level Requirements
- High School Diploma, “GED” or equivalent.
- At least one year of experience in public works, contracting, or public works related field.
- Iowa Driver’s License with CDL
- May be required to obtain state certifications for water and sewer operations.

Knowledge, Skills & Abilities
Knowledge of the principles and practice of all public works functions performed by the department, including but not limited to: street construction, maintenance and repair, snow and ice removal, winter street maintenance, water treatment, water distribution, wastewater treatment, and wastewater collection. Knowledge of the processes and procedures related to these functions, and laws and regulations related to the public works functions. Knowledge of the effective and proper operation and maintenance of all vehicles, equipment, machines and tools used by the Public Works Department. Skill in the use of all tools, equipment and machines used by the Public Works department.

Effective written and oral communication skills. Interpersonal and problem-solving skills required for dealing with the public residents, businesses, contractors, fellow employees, and City Council.

GIS mapping knowledge or ability to learn and administer is a requirement. Computer knowledge for writing letters and notices of violations, tracking work, and writing or responding to email.
Ability to manage self and public works department employees effectively. Ability to plan and complete a wide variety of projects, including but not limited to: construction and construction related projects, ongoing routine work, and snow removal; ability to work with contractors and outside agencies on an ongoing basis and a project basis. Ability to exercise sound judgment in decision making and setting work and project priorities. Ability to read, write and comprehend the English language as needed to communicate effectively with supervisor, elected officials and the public. Ability to interpret and enforce the Cresco Code of Ordinances.

**Working Conditions**

**Physical Characteristics:** Works in a typical office and construction field environment, subject to extended hours during the construction season and winter for snow removal; on-call during non-office hours to respond to emergency calls and for snow removal and to respond to occasional work-related inquiries from the public or City personnel. Must possess physical ability to inspect and monitor construction projects or activities. Must be able to move heavy objects such as manhole lids or inlet grates, climb and walk over uneven terrain. Work includes sitting in a set position to operate various types of equipment for prolonged periods of time, as well as walking over even and uneven terrain, bending, twisting and pushing at times. Ability to lift objects weighing up to 70 pounds to at least waist level and carry them up to 10 feet unassisted.

**Environmental Characteristics:** Considerable amounts of work are performed primarily outdoors. Work conditions include all variety of temperature and other weather-related conditions that may reasonably be expected out of doors in northern Iowa. The work environment may include unpleasant images and/or odors.

This job description is not intended to limit the responsibilities of any employee assigned to this position to those listed herein. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties when requested by the employee’s supervisor and/or City management. The level of involvement may vary based on the city’s need and individual capabilities.