

CITY OF COLUMBUS
POSITION DESCRIPTION

APRIL 2024

POSITION: Public Works Director

CLASSIFICATION: Full – Time Permanent

DEPARTMENT: Public Works

SUMMARY OF WORK: Primarily plans, implements and directs a comprehensive public works program that will ensure sound development, maintenance and service to the public consistent with City Policy and with Federal and State regulations; administers, supervises and directs functions of water, sewer, storm drainage, streets, solid waste, parks, cemetery and other public works functions. Individual judgement and difficult decision making are required.

SUPERVISION RECEIVED: Works under the direction of the Mayor.

SUPERVISION EXCERCISED: Supervision of public works employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position requires the ability to analyze, evaluate, prepare, write, and understand budgets and monitor Public Works construction and maintenance projects. Communicate orally and in writing, supervise, maintain accurate records, and read and understand construction standards and regulations.

Position may be required to be on call for after hours emergencies such as snow and ice control, water leaks or problems, sewer plugs, street or drainage problems or other Public Works facilities issues.

Plans, directs and coordinates a comprehensive public works program designed and implemented to assure services are being provided at the highest quality level; establishes and recommends overall goals for public works operations. Communicates with the Mayor and City council in determining overall direction for the city public works program and operations.

Provides advice and counsel to the Mayor and City Council on projects, programs and developments; directs the public works operations to assure effective use of personnel, equipment and facilities; establishes priorities for short and long range projects and coordinates implementation as required; works with the City Clerk in developing, preparing and recommending a comprehensive budget with supporting data for public works projects and activities; serves as the liaison on and advisor for the city on public

works projects with engineers, government agencies, developers and the general public; recommends equipment purchases for public works operations; assists in applying for grants and loans for public works projects; supervise all personnel matters of the public works department as per City policy.

Plans, schedules, implements records, including time records; oversees and supervises public works construction and maintenance activities and operations to determine acceptability and conformance to standards.

Coordinates with other utility companies in the installation of gas, power, telephone, television and other utilities within City owned right-of-way.

Oversees the safety program for public works employees.

Coordinates with Engineers on street, traffic, drainage, water, sewer, storm sewer and other related Public Works Projects.

Shall attend bi-monthly City Council meetings and other special City Council meetings as required. Shall provide a report on public works activities at the regularly scheduled City Council meetings.

Receives and answers citizen complaints and inquiries regarding public works operations.

Works with the Mayor and City Clerk on budgeting, implementation and scheduling of major repairs, construction and reconstruction of public works facilities

Oversees water and wastewater system operations and maintenance; works independently, and makes appropriate decisions based on work experience and authority; assures that water and wastewater systems meet DEQ requirements.

Works with the Mayor, City Council and other Department Heads in the development and update of the City's Capital Improvement Program.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1) Graduation from High School or GED equivalent, preferably college and/or advanced training in areas of public works, engineering, management or similar fields of experience.

2) Work experience in lieu of education may be considered. Prefer five years of responsible public works experience, including three years in a supervisory or administrative capacity, involving the management of materials, equipment, personnel, budgets and purchasing. Technical certifications may be required.

SPECIAL REQUIREMENTS

Possess a valid state of Montana driver's license. May be required to obtain a Commercial driver's license.

TOOLS AND EQUIPMENT USED

This position should know the operation and use of motorized vehicles and equipment including but not limited to; backhoe, motor grader, pickup truck, utility truck, dump truck, street sweeper, jet trailer, vacuum excavation trailer, street roller, tamper, plate compactor, saws, pumps, compressors, street sanders, generators, hand and power tools, pot hole patching equipment, shovels, rakes, wrenches, detection devices, mobile radios, cell phones, phones, personal computers, copy and fax machines.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk on level or uneven ground; sit; climb or balance; stoop, kneel, crouch, crawl and smell.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the essential duties of this job, the employee frequently works in outside weather conditions including but not limited to extreme cold, extreme heat, wind, rain, snow and icy conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee frequently works in office environments.

The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of experience and education; oral interview and reference check; job related tests may be required; a medical physical may be required.

The duties and functions listed 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.

JOB PERFORMANCE CRITERIA AND EXPECTATIONS

Sound organizational and administrative practices and policies are initiated and followed; personnel and resources are being utilized effectively.

Long- and short-range goals and priorities are set for the public works operations and are implemented appropriately.

Effectively represents the City and establishes and maintains effective communication and working relationships with the general public, fellow employees, superiors and other officials.

Operating costs of public works operations are controlled within the limitations of the budget.

Communicates effectively verbally and in writing.

Maintains a favorable work environment which motivates personnel to work up to their potential; effectively trains personnel.

Keeps the Mayor promptly informed of all matters of major importance and initiates or recommends actions with respect to such matters.