JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Public Service Director</th>
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<tbody>
<tr>
<td>Department</td>
<td>Public Service</td>
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<tr>
<td>Reports to Position</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location</td>
<td>Public Service Department</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>04/03/03</td>
</tr>
<tr>
<td>Civil Service</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Hourly</td>
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<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a professional position within the Public Services Department. Work involves administrative responsibility for street maintenance, sewer maintenance, solid waste, traffic safety, forestry, fleet maintenance and all other activities of the Public Services Department. Work is both technical and administrative in nature. The Director is responsible for the administration, coordination, and control of the city's Public Services Department. The Director plans, directs, coordinates, and controls activities of the various divisions that comprise the Public Services Department. The Director is responsible for determining major departmental policies and for the long range planning of the department. Considerable authority is delegated for the performance of operational and administrative activities; the major emphasis of the Director's work is on the overall administration and coordination of the staff of technical, clerical, skilled and unskilled employees. The Director provides information to and attends meetings of the Public Services Board and City Council. The Director works under the direction of the City Manager who reviews his or her work in the broad interest of the city, and by the effectiveness of the Public Services Department.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Schedules, supervises, trains and directs Department employees in the areas of planning, construction, and maintenance of various Public Services activities, including street maintenance, snow and ice removal and control, street sweeping, storm and sanitary sewer maintenance, drainage improvements, solid waste collection and disposal, recycling, traffic safety, forestry and fleet maintenance; controls field work and projects through field inspections and supervisory personnel.
- Reviews reports prepared by subordinates regarding field inspections and other departmental matters.
- Plans, directs, coordinates and controls the Department's maintenance program.
- Prepares the annual budget for the Public Services Department.
- Performs these personnel activities: planning, job analysis, preparing job descriptions, recruitment, selection, training and development, scheduling, performance appraisal, promotions and terminations.
- Supervises the planning, coordination and maintenance of street repair, sidewalk, sanitary and storm sewer, solid waste and other public works projects.
- Responsible for the department's safety program.
- Reviews plans and specifications for equipment purchases.
- Reviews and approves other department purchases.
- Maintains financial records of the Department, supervises and accounts for all expenditures.
- Represents the city in dealing with other governmental jurisdictions, private firms, and the general public regarding matters involving the Public Services Department.
- Confers with citizens and representatives of federal, state and county agencies as well as citizen groups, and special interest groups regarding various public works problems and activities; prepares memoranda and conducts correspondence relevant to activities of the department.
- Coordinates work activities, equipment and personnel allocations with other city departments.
- Investigates citizen complaints and ensures corrective action is taken on department issues.
- Attends staff meetings, Public Service Board and city council meetings, as required.
Addresses various civic organizations to increase community awareness and understanding regarding the department's programs and activities.

Develops technical reports, proposed ordinances, and develops departmental work programs and budgets.

Confers with the City Manager on major departmental activities; furnishes advice on public works problems; recommends departmental policies, procedures, and related matters.

Plans, directs, coordinates, and controls flood, snow and other emergency operations.

Performs related work as required.

**REQUIRED KNOWLEDGE AND SKILLS**

List key dimensions (measurements for success) for this position:

- Ability to plan, direct, coordinate, and control the activities of subordinates, and of the several divisions of a large public works department.
- Ability to effectively plan, direct and control the activities of subordinate personnel.
- Knowledge of the modern principles and practices of public administration as applied to the planning, construction, and maintenance of municipal public works projects.
- Knowledge of the types and uses of equipment used in public works construction and maintenance activities.
- Ability to plan for the department's short-, mid- and long-term goals.
- Skill in handling changing situations and deadlines while maintaining efficiency and effectiveness.
- Knowledge of the city's streets, storm and sanitary sewer systems.
- Ability to establish and maintain effective working relationships with other departments, fellow employees, civic groups and the general public.
- Ability to prepare clear and concise oral and written reports, and graphic reports and presentations.
- Ability to select, train, supervise, motivate and evaluate subordinate personnel.
- Knowledge of occupational hazards and the necessary safety precautions.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephone, two-way radio, written format and in person.
- Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas.
- Ability to perform mathematics necessary for civil engineering calculations.
- Ability to operate computer keyboard and calculator.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

**QUALIFICATIONS**

List the minimum requirements to be considered for this position:

- Graduation from high school or equivalent,
- Bachelors Degree in civil engineering, public administration or equivalent field preferred;
- Extensive experience in administration or construction and maintenance of public works or related projects, including streets, sewers, drainage facilities, traffic safety, fleet maintenance, solid waste management and associated activities and training may be acceptable.
- Possess valid Iowa drivers license.

**WORKING CONDITIONS**

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload
### REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical