



City of Grimes Seeks Public Works Director

The City of Grimes seeks motivated applicants to join its team as the Public Works Director. This is a key position that will report to and work closely with the City Administrator and plan, direct, manage, and oversee the activities of the Public Works Department, including Streets, Utilities, Parks and Facilities. The Public Works Director will also provide advice, guidance, and policy recommendations to the City Administrator, City Committees/Commissions and the City Council relating to Public Works matters. Additionally, the Director will provide direct leadership, supervision, and support to Public Works staff and contribute to the vision of exceptional City of Grimes public services.

Top priorities for the position include, but are not limited to, providing vision, direction and oversight to maintenance and planning for public infrastructure, including street, water, sanitary sewer, wastewater and storm sewer utilities for a City with population estimates expected to double in the next ten years. The Director will oversee not only all financial aspects of Public Works operations, including accounting for department revenues and expenditures, preparing the annual department budget and CIP requests, keeping inventories, applying for grants and other outside funding, but also manage and oversee capital projects impacting Public Works infrastructure, capital expenditures for Public Works equipment, and expenditures for City facilities.

The successful candidate must be a self-starter, willing to be hands on with the clerical and administrative tasks associated with carrying out the City's Public Works functions, and be a capable and collaborative manager. A Bachelor's degree from an accredited university or college with major coursework in a field related to public works administration and related experience is expected. While equivalent combinations of education and experience will be considered, the City seeks candidates with eight to ten years of experience and increasing responsibilities in Public Works operations, planning, and management and at least five years of supervisory and/or administrative/budgetary responsibilities.

The anticipated salary range is between \$102,880 – \$138,828/year plus IPERS and generous insurance benefits. Those interested are encouraged to submit a cover letter, resume, and City of Grimes Job Application to Tammy Johnson at tjohnson@grimesiowa.gov. Application materials must be submitted electronically by May 2.



City of Grimes Job Description

A. Position Title	Location
Public Works Director	Public Works

B. Job Specifications

<input checked="" type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From:
Department:	Public Works	To:
Reports to:	City Administrator	Bargaining Unit: N/A
Post Offer Testing:		FLSA: Exempt
Civil Service:	N/A	Hourly/Monthly Pay:

C. Job Description Summary

Under the general direction of the City Administrator, the Public Works Director is responsible for the operation and performance of the Public Works Department, including Streets, Utilities, Parks and Facilities. Provides advice, guidance and policy recommendation to the City Administrator, City Committees/Commissions and the City Council relating to Public Works Matters. Also acts as the City's representative of various Metropolitan area planning groups.

D. Routine Job Duties/Responsibilities

<p><i>Description of Duty: Do not include if less than 5% of time unless essential. Be specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i></p>
<p>Provides direction and oversight to maintenance of the City's infrastructure including street, water, sanitary sewer, wastewater and storm sewer utilities (including oversight of the City's NPDES MS4 permit); maintenance of all City owned properties and equipment, traffic control, snow and ice removal, sidewalks, parks, municipal buildings, and oversees the acquisition, maintenance, and replacement program for all Public Works vehicles and equipment.</p>
<p>Provides guidance, information, and/or technical assistance to City Administration, Mayor and City Council, and members of the public regarding Public Works issues proactively and at request.</p>
<p>Oversees the financial aspects of all Public Works operations, including accounting for department revenues and expenditures, preparing the annual department budget and CIP request, keeping accurate inventory, and applying for appropriate grants and other outside funding opportunities. Oversees and manages capital projects impacting Public Works infrastructure, and capital expenditures for Public Works equipment and City facilities as needed. Assures that all operations of the Public Works Department are within budget and policy authorized resources.</p>
<p>Directs the selection, orientation, training, and performance management of all employees within the Public Works and Parks departments in accordance with City policy. Directly supervises the Operations Manager and Special Projects Coordinator. Can operate snow removal equipment to fill in for staff as needed.</p>
<p>Assures that all work performed in the Public Works and Parks departments meet the City's standards for customer service, accuracy, quality and efficiency and that it conforms to the City's standards for communication and coordination with other departments in the City and other agencies with which the City cooperates.</p>
<p>Ensures any customer or other complaints are addressed pertaining to all areas of responsibility; investigates all causes and takes corrective action as appropriate and maintains record of resolution.</p>

Establishes and maintains effective working relationships with City employees, municipal officials, commissions, committees, business and community groups, developers, investors, builders, other city, county, state and federal departments/agencies, representatives of the media and the general public. Serves as the chief spokesperson for the Public Works Department.
Provides technical assistance and input to the City Administrator, City Council, and other Department heads.
Oversees OSHA and related safety programs in conjunction with Human Resources Director, ensuring both compliance with relevant legal obligations and high standards for employee safety.
Performs other duties and responsibilities as assigned.

E. Periodic Job Duties/Responsibilities

Attends meetings and represents the City and the City's Public Works department before various boards, or regional, state, and federal agencies, including, but not limited to: City Council, Public Health and Safety Advisory Board, intergovernmental agencies (such as MPO, WRA, IDOT, IDNR, Corps of Engineers, etc.), and civic, neighborhood and business groups.
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F. Qualifications

Education/Experience:	Bachelor's Degree in a field relating to public works administration or related field required. At least eight (8) years experience in public works or a related field, with at least five (5) years of supervisory and/or administrative/budgetary capacity.
Skills:	High problem-solving ability, particularly concerning complex, systemic problems, with abilities to identify important dimensions of a problem, determine causes, and articulate alternative viable solutions. Ability to organize, direct and coordinate multiple projects. Collaborative, team-oriented leadership style with high communication aptitude, strong interpersonal skills, and strong conflict-resolution skills with both internal and external stakeholders. Working knowledge of all aspects of water, sanitary sewer, wastewater and storm sewer utilities and street maintenance. Technical proficiency with PCs and software associated with Public Works operations. General knowledge of office equipment. Knowledge of GIS and mapping preferred.
Knowledge	Requires working knowledge of public works operations, management, budgeting, worker safety, labor relations, public contracting, procurement of services and related matters. Also working knowledge of local, state and federal laws, codes and ordinances relating to municipal public works.
Licenses/Certifications:	Valid Iowa drivers' license, Class A CDL preferred.
Other:	

G. Working Conditions

Lifting Requirements: (Refer to Glossary of Terms)	Medium work, occasional exertion of 50 pounds of force, frequent exertion of 20 pounds of force.
Physical Requirements: (Refer to Glossary of Terms)	Stand or sit, walk, use hands/fingers, climb, stoop or kneel, talk/hear, see, push/pull, reach and repetitive motion.
Safety Hazards: (Refer to Glossary of Terms)	Occasional exposure to fumes, dust, extreme temperature, wet/humid conditions, noise, vibration, or mechanical hazards.

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check		
<input type="checkbox"/> Credit History		
<input checked="" type="checkbox"/> Education/License Credentials		
<input checked="" type="checkbox"/> Criminal Records		
<input checked="" type="checkbox"/> Employment Verification		

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:
Employee Signature	Date: