

The City of Eagle Lake is currently accepting applications for the position of Public Works Director. Under the general supervision of the City Administrator, the Public Works Director is responsible to direct, plan, perform and coordinate the operation and maintenance of the Public Works Department, including water and wastewater and infrastructure consistent with city policy, objectives developed and/or approved by the City Council, and federal and state regulations; and other functions as may be apparent or assigned. The salary for the position is \$26.33-\$31.47.

Minimum qualifications: Minimum: Five (5) years of municipal experience including water and wastewater distribution. Vocational or technical training in any of the two fields will be equivalent to experience.

Desired Qualifications: Experience supervising employees. Experience creating and implementing budgets.

To be considered for the position, applicants must complete a City of Eagle Lake application. Resumes alone not accepted. For a complete job description and application, call 507-257-3218 or visit: <http://www.eaglelakemn.com/city/employment-opportunities>. Applications accepted until: March 20, 2018 at 4:30 p.m. The City of Eagle Lake is an EO, AA Employer.

**JOB DESCRIPTION
CITY OF EAGLE LAKE**

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| Position | Supervisor | Department |
| Public Works Director | City Administrator | Public Works |
| FLSA Classification | Supervises | |
| Non-Exempt | Public Works Personnel | |

POSITION SUMMARY

Under the general supervision of the City Administrator, the Public Works Director is responsible to direct, plan, perform and coordinate the operation and maintenance of the Public Works Department, including water and wastewater and infrastructure consistent with city policy, objectives developed and/or approved by the City Council, and federal and state regulations; and other functions as may be apparent or assigned.

RELATIONSHIPS

EMPLOYEE CONTACTS

Considerable contact with most employees.

OUTSIDE CONTACTS

Contact with the public. May also be in contact with other local, county, state, federal agencies, contractors and consultants.

ESSENTIAL FUNCTIONS

- Plan, direct, perform and evaluate departmental operations as assigned. Responsible for personnel training and motivation, planning work priorities, and resolving problems.
- Plan, direct, coordinate, and review the work plan for department employees; assigns work activities, materials/tools, projects and programs; reviews and evaluates work products, methods and procedures; meets with employees to identify and resolve problems.
- Selects, trains, manages, motivates and evaluates assigned personnel; works with employees to correct deficiencies; completes related personnel matters, including performance evaluations.
- Plans, coordinates and inspects various projects within the Department of Public Works.
- Project management and/or oversight of construction or major improvements.
- Develop scope of work and manage contracts, including, but not limited to, directing work of City contractors through their on-site supervisors. Work with and direct the City contractors' in resolving issues, complaints, and developing proposals to repair or improve facilities. Inspects work for contract conformance and reviews invoices.
- Participates in development of budgets; developing policies and procedures; project management; and planning/ strategic planning.

- Maintain the sanitary sewer system; operate, inspect, troubleshoot, and maintain lift stations.
- Oversee storm water management.
- Maintain the water system; wells, water tower, fire hydrants, water mains, water meters and chemical feed pumps
- Oversee and assist in water, wastewater, and storm sewer line maintenance and replacement.
- Prepare monthly report for City Council. Attend City Council meetings to answer questions and/or provide information.
- Complete required federal and state reports and forms, including, but not limited to: monthly MN Department of Health report, monthly and quarterly MPCA reports and DNR annual water usage reports.
- Review federal and state laws, regulations and codes on water and wastewater distribution and ensure the City maintains compliance; maintain all required records and prepare for related inspections.
- Operate all types of heavy and light equipment.
- Oversee and perform light maintenance, routine maintenance and preventative maintenance on all equipment engaged in municipal activities.
- Assist the City Engineer in laying out new areas to be developed underground.
- Assist the City Engineer in updating utility line maps with new installations.
- Oversee and perform hydrant flushing.
- Oversee and assist in removing snow from City streets, City property, alleys, parking lots and ice rink.
- Maintain and oversee maintenance of parks and recreational facilities.
- Schedule and oversee outside contractor to spray for mosquitos.
- Attend continuing education classes in water and wastewater to satisfy state certification requirement for required licenses.
- Promote effective community and interdepartmental relations.
- Performs physical and mental demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

ADDITIONAL FUNCTIONS

- Performs other related functions as assigned or apparent.

- Coordinates the safety training within the department and ensures compliance with all applicable safety and occupational standards. Through the city safety council and city safety officer, may coordinate safety activities outside of Public Utilities.
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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Minimum: Five (5) years of municipal experience including water and wastewater distribution. Vocational or technical training in any of the two fields will be equivalent to experience.

Desired: Experience supervising employees. Experience creating and implementing budgets.

CONDITIONS OF EMPLOYMENT

- Must possess a valid Minnesota Class D Water Supply System Operator certification and a valid Minnesota Class S/D Wastewater Operator certification.
- Must possess a valid driver's license and be able to drive within the State of Minnesota. Must possess, or have the ability to acquire within ninety (90) days of employment, a valid Minnesota Class B driver's license and be able to drive in the State of Minnesota.
- Ability to work evening and extended hours.
- Must satisfactorily complete a background examination physical examination and drug testing.
- Must comply with organizational and departmental policies.
- Must comply with data practices policies and standards relative to not public data. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished the not public data must be properly stored according to city policy and the Minnesota Statutes.

NECESSARY KNOWLEDGE, SKILLS, AND EXPERIENCE

- Knowledge of the principles and practices of the operation, maintenance, and management of water, storm water, wastewater utilities, and solid waste handling.
- Knowledge of utilities administration and planning.
- Knowledge of occupational hazards and safety precautions of water, wastewater, streets, and parks, recreational facilities and equipment operation and maintenance.
- Knowledge in the repair and maintenance of water, wastewater and storm sewer lines, equipment and facilities.
- Knowledge of computers and computer applications.
- Ability to plan, organize, and supervise the activities of the department effectively and efficiently.
- Ability to remain calm in stressful situations.

- Ability to assess situations, find core problems and find solutions to problems.
- Ability to prioritize work assigned for optimum efficiency.
- Ability to keep people on track with their assignments.
- Ability to read and interpret technical manuals and to determine solutions to a variety of operational and maintenance problems.
- Ability to perform mathematical calculations and analyze information.
- Ability to accurately compile and report data, prepare complex reports and maintain records.
- Ability to track frequently changing requirements and regulations, interpret their applicability to City operations and propose and implement changes as appropriate to ensure compliance.
- Ability to accept responsibility, take initiative, and work independently to accomplish the goals assigned and apparent.
- Ability to speak and write effectively to respond to complaints and requests on a full range of issues and compliance standards.
- Ability to maintain effective working relationships with officials, direct supervisor, subordinate employees, and the general public.
- Excellent customer service skills and the ability to use tact and courtesy when communicating with the public.

WORK ENVIRONMENT

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

- Requires incumbent to work inside, outside, in confined spaces, on uneven ground, on slippery surfaces, alone, with others, around others, and have contact with the public.
- Incumbent may be exposed to noise, high elevation, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, fumes, and marked changes in temperature.
- Activities that occur extensively (more than 6 hours): Standing, walking, talking, hearing, using near / far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Activities that occur frequently (from 4 to 6 hours): Using both feet individually or at the same time
- Activities that occur occasionally (from 1 to 3 hours) are sitting, standing, climbing staircases, handling, smelling, pushing, pulling, twisting and turning
- Activities that occur infrequently (up to 60 minutes) are bending, stooping, crouching, kneeling, twisting, climbing heights, reaching straight, above, and below shoulder level with

both shoulders individually or at the same time, fine manipulating, using sense of touch, carrying and lifting up to 50 pounds.

- Work outside in all types of weather.
- The noise level in the work environment is usually moderate.
- The employee must be able to think, reason, and analyze multiple issues for extended periods of time. The employee must be able to function in stressful situations.

JOB LOCATION/EQUIPMENT UTILIZED

The Public Works Director is required to be able to drive to every piece of equipment operated and maintained by the Public Works Department, and have the mobility and agility to move about each site as the work demands dictate. This position does require the operation of an automobile.

HOURS OF WORK

General working hours are Monday-Friday, 7:30 a.m. to 4:00 p.m., and outside of regular work hours as necessary to address the needs of the 24/7 operations of various City functions. Flexibility in work hours is expected.

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.

Revised: March 2018