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**Position Title:** Public Works Director

**Accountable To:** City Administrator                      **Department:** Public Works

**Job Grade:** Full-Time, Non-Exempt  
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**Position Purpose:**

This position is under the direct supervision of the City Administrator/Clerk/Treasurer. The Public Works Director oversees the operation, maintenance and control of the City’s water and wastewater departments. The Director is responsible for the maintenance and safety of the City’s public works, including streets, storm sewer systems, City parks, right of way, compost facility and other City property consistent with Council directives, regulatory requirements and relevant statutes and ordinances.

**Qualifications:**

1. Associates Degree (A.A.) from a two-year accredited college or university in for the operations of water and wastewater treatment facilities or related field (preferred).
2. Five years of experience in the maintenance of streets, parks, and utilities, including 2 years of Directory experience.
3. Valid Minnesota Class B Driver’s License (CDL with air brake endorsement) or ability to obtain within six (6) months of hire, without record of suspension or revocation in any state.
4. Possession of a Minnesota Department of Health Water Systems Operator Class “C” License.
5. Possession of a Minnesota Pollution Control Agency Wastewater Operator Class “B” License.
6. Residency within a 30-minute response time or ability to obtain residency within one year of appointment.
7. Satisfactory background check.

**Physical Requirements:**

1. Frequent sitting & standing.
2. Regularly required to talk and hear.
3. Frequently required to use hands to finger, handle or feel objects, tools or controls.
4. Occasionally required to stand, walk, run, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, push and pull, twist and turn, and taste and smell.
5. Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds.
6. Vision abilities required include close vision, distance vision, color vision, night vision, peripheral vision, and depth perception, and the ability to adjust focus.

**Working Hours & Conditions:**

1. Position requires a minimum of 40 hours of work per week and additional hours as necessary.
2. May be required to work additional hours as necessary in an emergency.
3. May be exposed to all weather conditions, including extremes. May work in high, precarious places.
4. May be daily exposure to loud noises, fumes, energized equipment, potential hazards, illnesses and irritants such as dust, dirt, and fumes.

**Knowledge, Skills & Abilities Required:**

1. Considerable knowledge of the tools, methods, operations and materials used in sewer treatment and water distribution. Knowledge of the appropriate statutes, regulations, codes and ordinances

- pertaining to the water distribution, sewer treatment, and public works, or the ability to acquire such knowledge in a short period of time.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
  3. Considerable skill in the operation of machinery, street sweeping equipment, other public works equipment and vehicles.
  4. Considerable skill in the repair/maintenance of water and wastewater collection equipment and facilities.
  5. Considerable skill in building/grounds maintenance.
  6. Knowledge of the occupational hazards and safety precautions necessary to perform work in the sewer, water and maintenance areas.
  7. Ability to understand, follow and work from a wide variety of plans, maps, blueprints, and other written material and oral orders.
  8. Working ability to plan/analyze department operations, develop alternatives and determine the costs.
  9. Ability to plan, organize, supervise, and coordinate the work of employees engaged in a wide variety of maintenance, construction and repair activities.
  10. Ability to communicate effectively, both written and orally, with the general public, City Council, clients, contractors and city personnel.
  11. Ability to work independently with minimum supervision, exercise good judgment, and employ good time management skills.

**Essential Job Duties:**

1. Inspects, maintains and repairs as needed the City's infrastructure, either personally or by directing public works employees and vendors, including drinking water lines, mains and meters, wells and pumps; wastewater systems, sanitary and storm sewers; streets, city sidewalks, and city parking lots, including snow removal; city parks, land and buildings; and trees land and grass in City property.
2. Monitors applicable law and regulation changes and prepares appropriate State reports and samplings for the water and sewer departments.
3. Manages the departmental budget to assure cost effectiveness. Assists in preparation of department's annual budget. Monitors departmental budget. Purchases materials, supplies, equipment and services as needed based on available budget and needs.
4. Assumes compliance with all related health, safety, and environmental regulations related to public works. Attends required and necessary classes and seminars to retain licensure. Maintains related public works and safety records. Informs the City Council, staff, and the public of required actions, expenditures, and ordinances to comply with regulatory and safety requirements. Serves as the City's safety director.
5. Responsible for the maintenance, repair, and safe operation of City equipment and vehicles.
6. Assists the Council in reviewing and monitoring public works projects affecting the City, including working with engineers, agencies and consultants.
7. Attends City Council, Planning Commission and other meetings as requested. Prepares and presents a monthly report to the City Council.
8. Investigates citizen complaints and resolves problems in an appropriate and timely manner.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position, but, does not state nor imply that the above are the only duties and responsibilities assigned to this position. All requirements and duties listed are subject to change at any time.

Adopted by the Dassel City Council on the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

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City Administrator's Signature

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Date