

**POSITION DESCRIPTION**  
**CITY OF GLASGOW**

**POSITION IDENTIFICATION**

**Functional Title:** Director of Public Works  
**Department:** Public Works  
**Supervisor:** Mayor & City Council  
**Subordinates:** Water Operators, Cemetery Department, Street/Parks Foreman  
**Status:** Exempt, Regular Full Time Position

**GENERAL PURPOSE**

Performs supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, street, storm drainage, equipment, traffic control, lighting, and other public works projects and programs.

**SUPERVISION RECEIVED**

Works under the Mayor and Glasgow City Council

**SUPERVISION EXCERISED**

Exercises supervision over clerical, administrative, maintenance, and professional staff as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervises department heads and support staff, either directly or through department heads
2. Determines work procedures, prepares work schedules, directs projects, and expedites work flow
3. Issues written and oral instructions
4. Assigns duties and examines work for exactness, neatness, and conformance to public works standards and according to policy and procedures
5. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations
6. Resolves grievances among workers and general public
7. Resolves questions and concerns from the general public
8. Prepares and documents budget requests, administers adopted budget in assigned area of responsibility
9. Plans, organizes, coordinates, supervises and evaluates program, plans, services, staffing, equipment and infrastructure of the public works department

10. Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, lighting, parks, cemetery, building improvements, and equipment
11. Supervises the review of private project development plans for compliance with building codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans
12. Prepares plans and specifications for various building and infrastructure projects with the public works department
13. Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts
14. Oversees project management for the construction of the municipal public works project
15. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
16. Coordinates the preparation of reviews and updates the sanitary and storm sewers, water and street maintenance maps, database, and comprehensive plans
17. Oversees the maintenance of infrastructure and other records
18. Responds to public or other inquiries relative to department policies and procedures
19. Evaluates issues and options regarding municipal public works and makes recommendations
20. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services
21. Monitors intergovernmental actions affecting public works
22. Updates and produces new utility maps with the aid of AutoCad
23. Sits on various boards as assigned by City Council
24. Prepares and or aids with the preparation of various Grant Writing efforts
25. Makes oral and written reports to the city council twice a month a scheduled council meetings

#### **PERIPHERAL DUTIES**

Assists in the training of city personnel in public works systems and techniques

#### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a four-year college or university with a degree in civil engineering, public administration or closely related field.
- B. Minimum of six years previous public works experience including at least two years utilities;  
or
- C. Any equivalent combination of education and experience

D. Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; thorough knowledge of applicable City polices, laws and regulations affecting department activities

E. Skill in operating various tools and equipment

F. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

### **SPECIAL REQUIREMENTS**

A. Must possess a valid State of Montana driver's license or the ability to obtain one prior to employment

B. Registration as a Professional Engineer is ideal

C. Computer Aided Design knowledge

### **TOOLS AND EQUIPMENT USED**

Personal computer including word processor, AutoCad program, phone, radio, fax and copy machine, transit and rod, GIS Systems, motor vehicle

### **PHYSICAL DEMANDS**

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

Work is performed in an office and in the field. Outdoor work required is construction inspection, some equipment operation, and some intense labor as needed.

While performing the duties of this job the employee is occasionally required to stand, walk, use hand to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, shovel, sweep, rake, lift, push, kneel, crouch, crawl, talk, smell, see, and hear.

The employee must occasionally lift and move up to 25 to 50 pounds. Employees are expected to request assistance or utilize mechanical lift devices when an object cannot be moved or lifted safely.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet, cold, hot, and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level can be moderate to high.

**EMPLOYEE BENEFITS AND SALARY**

Public Works Director is a salaried, non-union, position. Salary is based on a combination of education and experience.

All benefits and retirement will be in accordance with Montana State Statute regarding Public Employee's.

The employee is paid every two weeks.

**Position Description Approval:**

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**Manager/Supervisor**

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**Date:**

\_\_\_\_\_  
**Incumbent**

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**Date:**