

CITY OF GLASGOW

POSITION DESCRIPTION (HR / LABOR-COMPLIANT)

POSITION IDENTIFICATION

- **Functional Title:** Director of Public Works
- **Department:** Public Works
- **Reports To:** Mayor
- **Supervises:** Water Operators, Cemetery Department, Street/Parks Foreman, and all divisions within the Public Works Department
- **Employment Status:** Regular, Full-Time
- **FLSA Status: Exempt (Executive / Administrative / Professional)**
- **Union Status:** Non-Union Management Position

POSITION SUMMARY (ESSENTIAL FUNCTION STATEMENT)

The Director of Public Works is a senior management position responsible for the overall leadership, administration, and operation of the City of Glasgow's Public Works Department. The position plans, directs, and oversees municipal infrastructure systems and services, ensuring compliance with applicable laws, fiscal responsibility, public safety, and efficient service delivery.

This position performs **essential managerial, administrative, and technical functions** and exercises independent judgment and discretion.

Any omission or change in duties outlined in the job description may be modified by the City Council as operations needs require

SUPERVISION

Supervision Received

Works under the general administrative direction of the mayor.

Supervision Exercised

Provides direct and indirect supervision over administrative, technical, maintenance, and professional staff within the Public Works Department, including authority for hiring recommendations, performance evaluations, discipline, and training in accordance with City policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed are representative and not all-inclusive.)

Administration & Leadership

- Directs, supervises, evaluates, and disciplines department personnel.
- Establishes departmental policies, procedures, work standards, and safety practices.
- Assigns work, schedules staff, monitors performance, and ensures efficient operations.
- Addresses employee grievances and public complaints in coordination with City administration and HR policies.
- Be available to respond to City or public emergencies at any time regardless of normal working hours.

Planning, Budgeting & Policy Development

- Develops and administers departmental operating and capital budgets.
- Prepares short- and long-range plans for infrastructure, staffing, and equipment.
- Analyzes operational issues and provides recommendations to the Mayor and City Council.
- Ensures compliance with federal, state, and local regulations affecting public works.

Engineering, Infrastructure & Project Management

- **Shall be responsible for planning, managing, and executing small-scale City infrastructure projects.**
- Reviews engineering plans, specifications, cost estimates, and construction documents.
- Administers public bidding and contracting processes in compliance with procurement laws.
- Manages public works projects to ensure scope, schedule, budget, and quality compliance.
- Reviews private development plans for code and permit compliance.

Records, Mapping & Technology

- Ensures accurate maintenance of infrastructure records, maps, databases, and plans.
- Oversees the updates to water, sewer, storm drainage, and street system mapping.
- Utilizes AutoCAD and GIS systems for infrastructure documentation and planning.

Communication & Intergovernmental Relations

- Acts as the primary liaison with consultants, contractors, and City, County, State, and Federal agencies.
- Prepares and presents reports and recommendations to the City Council at scheduled meetings.
- Serves on boards and committees assigned by the City Council.
- Remain accessible to the public during regular business hours and at public meetings

Grants & Special Projects

- Assists with grant identification, applications, administration, and compliance related to Public Works projects.
- Perform additional duties and special projects assigned by the City Council

NON-ESSENTIAL / ADDITIONAL DUTIES

- Assists in training City personnel on public works systems and equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum of **three (3)** years of progressively responsible public works experience, including at least two (2) years in utilities **and supervisory experience**.
- Bachelor's degree in Civil engineer construction technology (CTE), public administration, or a closely related field

OR

- Any equivalent combination of education and experience demonstrates the required competencies.

Knowledge, Skills, and Abilities

- Knowledge of municipal public works operations and civil engineering principles.
- Knowledge of applicable laws, regulations, safety standards, and public administration practices.
- Ability to communicate effectively with staff, elected officials, agencies, and the public.
- Ability to analyze technical data and prepare clear written and oral reports.
- Proficiency in relevant tools, equipment, and computer applications.

SPECIAL REQUIREMENTS

- Valid State of Montana driver's license or ability to obtain prior to employment.
- Working knowledge of CAD software required.
- **Be able to obtain the Water and Wastewater Certifications within 2 years**
- **Commercial & Residential building permit regulations certifications – within 2 years**
- **Residency within the city limits is preferred**

PHYSICAL AND MENTAL REQUIREMENTS

(ADA-Compliant Essential Functions)

- Work is performed in office and field environments.
- May require standing, walking, climbing, kneeling, crouching, lifting, pushing, and handling tools.
- Must be able to lift and move objects weighing up to 25–50 pounds with or without assistance.

- Requires the ability to communicate verbally and in writing, analyze complex information, and make independent decisions.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.

WORKING CONDITIONS

- Occasional exposure to outdoor weather, construction sites, moving equipment, noise, chemicals, and other hazards typical of public works operations.
- Safety protocols and protective equipment are required when applicable.

COMPENSATION & BENEFITS

- Salaried, non-union management position.
- Salary commensurate with education and experience.
- Benefits and retirement provided in accordance with Montana State Statutes and City of Glasgow personnel policies.
- Payroll issued biweekly.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Glasgow is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected status under applicable law.