

## **Director of Public Works, City of Glasgow Montana**

Title: Director of Public Works  
Type of Position: Public Works - Management  
Date Posted: February 10, 2022  
Organization: City of Glasgow, Montana  
Website: <http://www.cityofglasgowmt.com>

Description: City of Glasgow, Montana is seeking a motivated, versatile Public Works Director to operate in a professional manner to manage and direct the city's Public Works Departments. The Public Works Director is responsible for planning, organizing, supervising staff, coordinating public works operations, capital improvement project engineering and administration, implementing land use regulation, facility maintenance, fleet planning and management, oversight of state and other intergovernmental contracts, management of public right-of-way, administering the city's Building Codes Program, and public works ordinances, overseeing the water and sewer system operations and planning, overseeing the street and storm water infrastructure, city parks, city cemetery, and the flood control levee system.

This position works under the guidance of the mayor and city council. The Director ensures that all departments operate by following local ordinances, state and federal laws, as well as other administrative and legislative policies and works closely with the City Attorney to ensure city, departmental policies, state labor rules and the MCA is followed. The individual in this position is also responsible for implementing city and departmental policies, effectively and efficiently managing finances and resources that supports the department mission statement, provides stability to the programs and services to the City of Glasgow residents.

The Director performs specialized work and handles sensitive matters that often require discretion. The person in this position must exercise independent judgment that requires initiative and the willingness to accept responsibility as directed to uphold all legal and regulatory criteria. The Public Works Director is expected to operate in a highly collaborative and team oriented manner with the City Clerk's Office, Code Enforcement, the City Attorney and the individual departments that compose the Public Works Department. The departments that fall under the umbrella of the Public Works Department include: the Street Department, the Water & Sewer Department, Parks Department, the City Cemetery, and Code Compliance. The ideal candidate for this position will exhibit a participatory approach to leadership that develops staff and leads the team to successful solutions for complex issues.

Qualifications: Preferred candidate will possess and maintain a certificate or registration as a Professional Engineer in the state of Montana or hold a bachelor's degree in Engineering / Construction, Public Administration or a closely related field.

Only applicants that hold a Bachelor of Science or other related 4 year degree will be considered. Qualified candidates must have a minimum of five (5) years of increasingly responsible supervisory experience managing staff in the public sector or employees in the private sector. All applicants must have or obtain within 30 calendar days of hire, a valid State of Montana Drivers license and have a safe driving record.

Details:

Salary Range is \$4,167 to 5,416 per month, depending on qualifications of candidate. Full benefits package w/ Montana PERS and Health care package applies. Sick leave, vacation time and 12 paid holidays per year apply to this position. This is an exempt, regular full time position with the City of Glasgow.

This position is subject to a twelve (12) month probationary period.

Physical Demands: The prospective employee is regularly required to stand, walk, and use hands and fingers to perform the listed duties of the position. Prospective employee must also be capable of talking and hearing, getting into and out of equipment, and handling heavy hand tools. This position requires regular lifting and moving of objects 25 lbs and less as well as frequent lifting of objects that weigh up to 50 lbs.

A full job description is available from the Glasgow City Clerk at 319 3<sup>rd</sup> Street South, Glasgow, MT 59230 (406)228-2476 or the listing can be viewed on the City Web-site at: [www.cityofglasgowmt.com](http://www.cityofglasgowmt.com)

Hours:

Working hours are normally 8:00 am to 5:00 pm Monday through Friday. Emergency call-outs may occasionally be required on weekends or after hours.

City of Glasgow Montana is an Equal Opportunity Employer

CITY OF GLASGOW PUBLIC WORKS DEPARTMENT

Mission Statement:

"The mission of the City of Glasgow Public Works Department is to support and enhance the quality of life for residents by delivering responsive and efficient services to all neighborhoods of the city. Glasgow Public Works strives to maintain reliable services and facilities, while mitigating costs in a manner that emphasizes public health, safety, service, customer satisfaction and stewardship of fiscal and staff resources."