

PUBLIC WORKS DIRECTOR

POSITION SUMMARY

Under general direction of the City Administrator, the Public Works Director performs advanced professional and managerial work overseeing the Public Works Department. This role is focused mainly on the management and high-level technical skills required of the top position in the department. This position is responsible for the leadership, planning, budgeting, implementing and direction of all departmental programs and operations, including Water Utilities, Water Reclamation Facility and Systems, Solid Waste and Recycling, Streets, Fleet, Forestry and Buildings and Grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements strategic direction, goals, plans, policies and objectives for the public works department in alignment with the overall vision and remains accountable for departmental results.
- Provides visible, engaged leadership throughout the department by promoting accountability, professionalism, teamwork, customer service, ethical conduct, and a culture of continuous improvement.
- Ensures efficient and effective delivery of the public works services, including full and robust maintenance and operations of all divisions of the department; specific overall implementation of programs including equipment and facility maintenance program, pre-treatment programs, work order system implementation and management, providing overall department performance and backlog; tracking of federal, state and local regulation requirements; comprehensive safety program implementation; maintenance of all vehicles in the city fleet; management of fuel facilities; city cemeteries, city lands and trails; and tree program.
- Preparation and implementation of an annual departmental budget that is developed from an annually updated strategic plan and capital improvement program for public works facilities and infrastructure.
- Provides regular reports, analyses, recommendations to the City Administrator and, as directed, the City Commission regarding departmental operations, performance metrics, capital projects, regulatory compliance, and strategic initiatives.
- Works in conjunction and cooperation with engineering team on all major utility studies, street and drainage studies, utility rate studies and other works such as water valve operation, hydrant flushing, general updates and knowledge of systems for consideration in a 5-year Capital Improvement program for infrastructure.
- Promotes and maintains a comprehensive department-wide safety program that emphasizes training, regulatory compliance, hazard identification, accident prevention, and continuous safety improvement.
- Leads the team in cooperation and communication with community stakeholders, elected officials, city staff, NDDOT and/or contracted engineer's representatives for management of systems as needed, specifically in Water Reclamation Facility and buildings.
- Recruit, train, supervise, and evaluate a diverse team of public works professionals, fostering a positive and collaborative work environment. Implement policies and standard operating procedures to ensure a collaborative work environment between engineering and Public Works.
- Develops communication and cooperation among divisions to share equipment, staff, knowledge, and materials, ensuring resources are appropriately assigned and effectively utilized.

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- Provides training, both internal and external, guidance and mentorship to all staff to promote professional growth, high performance, and productivity. Works with the management team to identify and mentor employees for succession planning and collaborates regularly with the City's risk management team to identify and minimize potential risks to the public and staff.
- Ensures compliance with applicable laws, regulations, and industry standards in all public works operations.
- Performs other duties of a similar nature or level.

Knowledge, Skills, and Abilities:

- Knowledge of public works infrastructure, project management principles, and best practices.
- Ability to perform supervisory principles including interviewing, training and performance management techniques resolving personnel disputes and grievances.
- Knowledge of State and Federal regulations and standards relating to the Clean Water Act, the Safe Drinking Water Act and Phase II Stormwater, Subtitle D Solid Waste Regulations, and ability to ensure compliance in all areas of public works operations.
- Knowledge of engineering principles, infrastructure planning, and public works construction practices sufficient to effectively oversee departmental operations and capital projects.
- General knowledge of chemical, hydraulic, and mechanical processes utilized in public works to recognize and understand the requirements and improvements needed for infrastructure.
- Knowledge of governmental budgeting, capital planning, financial management, and procurement practices.
- Ability to communicate effectively in writing and in person.
- Ability to develop and implement strategic planning for the department.
- Ability to establish accountability measures and evaluate organizational performance using data driven decision-making.
- Proven ability to lead and motivate teams, foster a culture of collaboration, accountability, and continuous improvement.
- Ability to assess strengths and skills of staff and utilize that assessment to continuously improve staff.
- Proficiency in relevant software applications and project management tools.
- Skill and ability to establish and maintain effective working relationships with other employees, city officials, state and federal regulatory agencies, public safety, community agencies, and the general public.
- Ability to evaluate operations and develop systems engineering methodologies to improve departmental function.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Civil Engineering, Public Administration, Construction Management or a closely related field.
- Twelve years of progressively responsible experience in technical work and management of staff in a field related to public works, with a minimum of five years of supervisory and administrative experience.
- Experience in working with software including work order systems is desired.

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- The City may accept a combination of education and experience sufficient to successfully perform the essential functions of this position.

Special Requirements: (at hire)

- Valid Driver's License
- Ability to obtain ND Driver's License within 90 days of hire.

WORKING CONDITIONS

- Prolonged periods sitting in meetings, at a desk, working on a computer.
- Must regularly talk, hear/listen, see/observe, sit, stand and walk; must regularly demonstrate fine motor skills; must occasionally exert up to 15 pounds of force.
- Work may require routine travel.

Grade: PW22

FLSA: Exempt

Approved by CSC and City Commission: 11/2012

Updated: by CA Dassinger, PW Director Zuroff, HR Nameniuk 10/6/2023. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025. Updated 6/24/26 by CA Dassinger, HR Nameniuk