



City of Cloquet Job Description

POSITION: Director of Public Works/City Engineer
DEPARTMENT: Public Works-Engineering
REPORTS TO: City Administrator

SUMMARY

The Director of Public Works/City Engineer performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Public Works department including engineering, environmental, parks, streets, and utilities. Performs complex analytical work in providing office and engineering support and field engineering support for environmental, parks, streets, sewer and water and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria.

ESSENTIAL FUNCTIONS OF THE JOB

The following are typical illustrations of duties encompassed by the job, but are not an all-inclusive or limiting list of the duties required to perform this job. Other duties may be assigned.

Professional Engineering

Oversees Engineering through the supervision of the Assistant City Engineer, activities of the Engineering Division include:

- Determines work procedures, prepares work schedules and expedites workflow
- Issues written and oral instructions
- Assigns duties and examines work for exactness, neatness and conformance to policies and procedures
- Adjusts errors and resolves complaints
- Reviews private project development plans and plats for compliance with codes, ordinances, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Coordinates all infrastructure development for the City: develop plans and specifications for public improvement projects, building upgrade plans and develops/coordinates layouts for special projects for other departments including the development or update of the city Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program and other plans involving the municipal infrastructure
- Determines applicable codes, regulations and requirements for assigned projects

- Coordinates the preparation of or develops engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria
- Provides project management for the construction of the municipal public works projects
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project
- Coordinates the preparation of or develops, reviews and updates the sanitary sewer, water, storm drainage and street system maps, databases and comprehensive plans
- Maintains city subdivision and public works standards
- Responds to public or other inquiries relative to engineering procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and makes recommendations.
- Reviews utility permits, street use permits, franchise utility permits, etc.
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services
- Assists in the evaluation of transportation and traffic impact of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports
- Prepares special assessments and provides information at public hearings as appropriate
- Write and draw necessary easements, review appraisals and acquire easements. Coordinate new survey needs and review cost estimates
- Oversee the City's NPDES II Storm Water permit and program

Public Works

Oversees Public Works through the supervision of the Street and Parks Superintendent and Utility Superintendent in the performance of complex supervisory, administrative and professional work in planning, organizing, directing and supervising the public works department in the areas of street maintenance, snow plowing and removal, signing, tree trimming, park maintenance, weed control, sidewalk snow removal, vehicle and equipment maintenance and traffic control, wastewater treatment, water treatment and infrastructure repairs and maintenance.

- Determine work procedures, prepare work schedules and expedite workflow
- Issue written and verbal instructions
- Assign duties and examine work for exactness, neatness and conformance to policies and

procedures

- Prepare composite reports from individual reports of subordinates
- Adjust errors and complaints
- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the public works department.
- Evaluate public works needs and formulate short and long range plans to meet needs in all areas of responsibility, such as transportation, street, light and park maintenance
- Oversee the development and update of the plans for the municipal infrastructure
- Determine applicable codes, regulations and requirements for assigned projects
- Coordinate the preparation of reviews and update the storm drainage, street system maps, database and comprehensive plans
- Oversee the maintenance of infrastructure and other records
- Respond to public and other inquiries relative to department policies and procedures
- Evaluate issues and options regarding municipal public works and make recommendations
- Monitor inter-governmental actions affecting public works
- Maintain city parks
- Assist in the training of city personnel in public works systems and techniques
- Supervise employees on a day-to-day basis on specific projects
- Directs operations of the utilities division, to ensure compliance with all applicable State and Federal health regulations, as well as meeting the present and future water and wastewater needs of the City and its customers.
- Ensures effective planning and proper utilization of personnel and equipment in all assigned construction and maintenance projects

General

Provides technical assistance to the City Administrator and City Council to assist in the planning of the City's public works and improvement programs including the preparation of reports and attendance at Council meetings

- Analyzes operations decisions or recommendations concerning organization, priorities and procedures
- Develops long range operational and capital/equipment improvement plans

- Serves as a member of the senior management teams to ensure overall effective integration of activities
- Prepares department budget and monitors expenditure of funds in budget; manage inventory of materials and equipment and administer department vehicle replacement program; review and code bills for payment
- Identifies alternative funding sources and prepares grant or funding applications as required
- Studies and standardizes procedures to improve efficiency of subordinates
- Maintains harmony among workers and resolves grievances
- Performs other duties as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Manages employees in the Parks Division, Utilities Division, Street Division, and Engineering Division. Is responsible for the overall direction, coordination, and evaluation of these units

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, and recommending hiring of seasonal, temporary and full-time employees, training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; recommending the transferring and promotion of employees; responding to grievances; recommending the demotion, suspension and discharge of employees; addressing complaints and resolving problems.

WORKING HOURS

Normal working hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Frequent night meetings and additional work hours to complete the essential duties may also be required. Punctuality and minimal absences required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Required

- Bachelor's degree in civil engineering from an accredited college or university and Passed the Professional Engineer's Examination. Four to Seven years of full-time professional engineering experience in municipal public works with three years' experience managing a multi-divisional department in municipal public works, construction or utilities. Experience in working with computers and knowledge of hardware and software, particularly, GIS and CADD systems

Preferred

- Master's degree in civil engineering or related field from an accredited college, university or technical school may be substituted for one year of the experience requirement above.

LANGUAGE SKILLS

Ability to read, write, analyze, and interpret complex documents including and technical manuals, specifications, contract documents, development agreements, legislation, statutes, legal descriptions, deeds, easements, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively communicate with elected officials and members of the public utilizing both written and verbal skills. Ability to make public presentations and be able to explain complicated construction projects in a non-technical manner.

MATHEMATICAL SKILLS

Ability to make complex mathematical computations to include trigonometry, calculus, differential equations, statistics, physics, statics and fluid mechanics with the use of both English and Metric units.

REASONING ABILITY

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. Experience in conflict resolution and effective team development.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Good understanding of engineering principles, technical terms and construction practices.

Experience in working with computers and knowledge of hardware and software including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe, Arcview, GIS, CADD and

related systems.

Understanding of the Municipal State Aid Street program and related funding.

Knowledge of MS4 and SWPPP

Knowledge of NPDES permit procedures

Knowledge of State and Federal regulations applicable to public water and wastewater supplies, transportation issues and public employment

Experience in the preparation and presentation of budgets as well as monitoring of expenditures

Ability to work effectively with professional consulting engineering firms

Ability to provide direction and guidelines to employees

Knowledge of union negotiations, labor relations and the bargaining process

Ability to communicate effectively orally and in writing with employees, consultants, other governmental agencies, city officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports; ability to prepare, organize and maintain engineering field and office data, reports, and systems; ability to effectively communicate complex technical information.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Registration as a Professional Engineer in the State of Minnesota
- Mn/DOT Bridge Safety Inspector Program Administrator Certification
- University of MN Stormwater Design of SWPPP Certification
- Minnesota Class D Driver's License

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 the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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 is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to stand, walk, climb, balance, stoop, kneel, crouch, lift or crawl. Hand-eye coordination is necessary to operate drafting instruments, computers and various other equipment. The employee must be able to lift and/or move up to 50 pounds and must occasionally lift and/or move up to 100 pounds.

The employee occasionally works in outside weather conditions, including extreme heat and cold. The employee occasionally works near moving machinery and mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The employee is occasionally required to work in confined spaces.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the environment is usually quiet when in the office and can be very loud when on site.

The noise level in the work environment is usually moderate.