

CITY OF FORT MITCHELL
POSITION TITLE: PUBLIC WORKS DIRECTOR

Updated November 8, 2021

PURPOSE OF POSITION

The Public Works Director reports to the City Administrator and is responsible for directing the operations of a city public works department. This position is responsible for planning, coordinating, and supervising the activities of workers engaged in the maintenance of city roads, sewers, buildings, parks, and public property.

DUTIES AND RESPONSIBILITIES

- Recommends and administers departmental budget;
- Accurately maintains necessary records pertaining to the operation of the department;
- Plans for and directs the timely maintenance and repair of city streets, buildings, equipment, and vehicles;
- Schedules, supervises, and evaluates all workers in the department;
- Manages time clock system for all department workers;
- Provides training, assistance, and supervision, to departmental workers in the completion of public works tasks such as: maintenance and repair of city streets, inspection and cleaning of storm sewers, snow removal from city streets, digging and backfilling trenches, and cutting grass;
- Assists in the planning and placement of crosswalks and other traffic controls;
- Oversees the safe operation and maintenance of all city-owned or rented of heavy vehicles and equipment;
- Plans for and recommends the purchase of necessary equipment and vehicles to the City Administrator;
- Follows city procurement and other policies;
- Oversees the proper storage, inventory, and security of supplies, tools, and equipment;
- Investigates citizen complaints;
- Supervises the cleaning of public works building; maintenance of all city property;
- Performs other duties as required.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree from an accredited College or University with specialization in Construction Management, Engineering, Risk Management, or related fields; or 10 years related experience and/or training; or equivalent combination of education and experience in public services or construction management.

KNOWLEDGE, SKILLS, ABILITIES

- Project management and oversight skills;
- Ability to review and manage contracts, scopes of work, and subcontractors;
- Ability to plan and supervise public works activities and employees;
- Proficient in Microsoft Office 365 and ability to work on various computer programs;
- Ability to write and speak effectively, including preparing of accurate reports;

- Ability to establish and maintain effective working relationships with other agencies, elected officials, city employees, and the general public;
- Extensive knowledge of the principles concerning construction, maintenance and repair of buildings, roads, landscapes, and infrastructures;
- Extensive knowledge of concrete and asphalt construction helpful;
- Extensive knowledge of occupational hazards and proper safety precautions;
- Ability to train and supervise workers in the principles concerning construction, maintenance, and repair of buildings, roads, landscapes, and infrastructures;
- Ability to supervise and perform manual labor duties, for extended periods of time, often under adverse weather conditions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Work is performed in a field setting.

While performing duties of this job, the employee is occasionally required to sit; talk or hear; use hands to handle, or feel; stoop, kneel, crouch, or crawl; and reach with hands and arms. This employee is required to stand and walk frequently.

The employee is frequently required to lift and/or move up to 50 pounds. Occasionally the employee is required to lift and/or move up to 100 pounds.

Vision Requirements

- Close Vision (clear vision up to 20 inches or less)
- Distance Vision (clear vision up to 20 feet or more)
- Peripheral Vision
- Depth Perception
- 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. While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions, and will have to work near moving mechanical parts. Occasionally the employee will be exposed to extreme heat (non-weather related) and vibrations. The employee may sometimes be exposed to fumes or airborne particles; and toxic or caustic chemicals. The City complies with OSHA Hazard Communication Standard 29 CFR 1910.1200. The noise level in the work environment is usually loud.

NECESSARY SPECIAL REQUIREMENTS

- Possession of, or the ability to obtain a valid vehicle operator license and a commercial driver license (CDL);
- Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks.
- Available (on-call) 24 hours a day.

HOURS AND SALARY

Normal business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, and the public works laborers work 7:00 a.m. to 3:45 p.m. The required work week is a minimum of 40 hours. The Public Works Director must be able to attend most evening council meetings which are once or twice a month on Mondays at 6:30 p.m. This position is an exempt full-time position. The adopted annual salary range is \$70,000-\$96,600.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The City of Fort Mitchell is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

APPLICATION DUE DATE:

Submit resume and [application](#) (which can be obtained on <https://fortmitchell.com>) by Wednesday, December 1, 2021 at 4:30 p.m. to cityclerk@fortmitchell.com or deliver to the attention of the City Clerk at City of Fort Mitchell, 2355 Dixie Highway, Fort Mitchell, KY 41017.