

Public Works Director Job Description

For the City of Kellogg, Idaho

Salary DOE: \$75,000 to \$95,000 annually (\$36.06 – \$45.67 per hour)

The City of Kellogg is hiring for a Public Works Director who has experience working in a municipal setting.

Statement of Duties:

1. Oversee day-to-day operations for the City of Kellogg's infrastructure, which includes: wastewater and stormwater systems, transportation, roads and rights-of-way, solid waste sanitation, city-owned buildings and vehicle maintenance, city cemetery, along with parks and recreation which include pool, playground and several parks.
2. Develop an annual public works budget and monitor and report on this budget during the fiscal year (October 1 through September 30).
3. Manage the day-to-day duties and hiring and firing of public works employees. Create and maintain a safe and efficient work environment.
4. Implement city plans and policies at the direction of the Kellogg Mayor and City Council.
5. Responsible for compliance with federal, state, and local laws along with reporting to various governmental agencies. Must be educated in the proper operations of working in the Bunker Hill Superfund site, working with active public agencies, such as the Idaho Department of Environmental Quality (DEQ), Panhandle Health District Institutional Controls Program (ICP) and US Environmental Protection Agency (EPA).
6. Represent the City of Kellogg at all meetings concerning the city's public works projects and current issues. Attend monthly council meetings and occasional public works committee meetings.
7. Confer with and provide information to property owners, contractors, developers, engineers, architects and general public regarding conformance to standards, plans, specifications and codes; explain codes, requirements and procedures and evaluate alternatives. Enforce city codes for the Public Works Department and respond to concerns and complaints.
8. Seek grants for public funding of infrastructure and capital improvement projects. Work with administrative staff and city grant administrators for application, management, and reporting of grant milestones, as appropriate.
9. Design and review project plans for public works, when needed. Work with contracted engineering firms on all capital improvement projects. Serve as project manager on public works projects. Create a good working relationship with the utility companies within city limits.
10. Other public works duties assigned as necessary

Required Qualifications:

1. Managerial experience in local government.
2. Extensive knowledge of city government and public works management, wastewater collections/operations, solid waste and transportation/streets management, parks and recreation including pool maintenance, and cemeteries.
3. Proficiency with current computer software systems, including Microsoft Office, and specific job software, such as iWorQ.
4. Knowledge and experience administering budgets and outsourced contracts, ability to communicate professionally with excellent supervisory, conflict resolution and public relation skills.
5. Possess a valid driver's license.

Preferred Qualifications:

1. Bachelor's degree in civil engineering or a related discipline preferred.
2. Minimum two years of experience in public works and/or construction, including experience in planning and directing civil engineering projects.
3. Possess a current Professional Engineering License in the State of Idaho, or ability to obtain one.