

# CITY OF MONROE

## DIRECTOR OF PUBLIC WORKS JOB DESCRIPTION

**DESCRIPTION:** The Director of Public Works is appointed and approved by the City Council. S/he is responsible for the maintenance of public property and land and traffic safety projects. S/he is part of the City's executive management team and has input to a variety of policy recommendations. S/he also represents the City on a number of local and regional committees and/or task forces.

**ESSENTIAL JOB FUNCTIONS:** The Director of Public Works provides the general direction of the Public Works Department, which includes city property maintenance and upkeep; animal control, parks, recreation and special events, in addition to streets, sanitary and storm sewers and the water system. S/he handles the budgeting and department personnel matters, including evaluating employee performance, helping with hiring, promoting, demoting, and reclassifying personnel, subject to the approval of the City Council.

The Director of Public Works is responsible for delegation of the maintenance and repair of public streets, parks, trails and storm and sanitary sewers and the water system.

S/he is accountable for traffic safety in cooperation with the police dept. This includes delegation of the upkeep and repair of public streets and their markings and traffic signs.

In addition, the Director of Public Works must be able to operate heavy equipment and snow removal equipment.

**OTHER DUTIES  
RESPONSIBILITIES:**

S/he is expected to attend all Council meetings and perform all duties and tasks assigned by the city council. S/he works with city engineers and oversees a variety of contractors.

ENTRY REQUIREMENTS:

- Must possess a High School Diploma
- Formal education related field with managerial curriculum is preferred
- Valid CDL (Commercial Drivers License)
- 5 years of experience in a Public Works related field
- Possession of IDNR Water Distribution 2 Certification
- Possession of IDNR Water Treatment 1 Certification
- Possession of IDNR Wastewater Treatment I Cert.
- Supervisory experience

KNOWLEDGE &  
SKILLS REQUIRED:

- Supervisor experience preferred
- Computer capabilities w/ budget skills
- Great public relations/communications skills
- General knowledge of construction, concrete and asphalt
- Knowledge of water and sewer systems
- Understanding of Building codes
- General knowledge of parks and recreation maintenance and landscaping
- Ability to organize and schedule all park functions for potential users at the Monroe Recreation Park

MAJOR WORK  
CHARACTERISTICS:

This position works in a variety of different environments, both inside and outside. This is an FLSA exempt position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

SALARY/BENEFITS:

Current compensation and benefit information is available from the City Clerk. Anticipated starting salary will be \$50,000 to \$52,000

This position is subject to pre-employment and random drug and alcohol screening.