

Department: Public Works
Supervisor: City Administrator
FLSA Status: Exempt
Work Comp Classification Code: 8743
Grade: N72 (grade changed from N63 7-1-2024)
Group: Non-Bargaining
Date: September 10, 2006, Revised 03-2017, Revised 9-2020, Revised 8-2025
Prepared by: AE/EA, KS, CK/KI/KS, CK/KS

Job Summary:

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Public Works Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

Scope of Responsibility:

Establishes functional policies and makes tactical decisions, within overall strategic direction, with top management guidance, which affects multiple units with overall organizational impact consolidating major staff functions with critical financial impact. Solves complex technical or strategic problems, applies technology or business approaches in new ways; develops and recommends new alternatives. Impact is high, affecting long-term performance of the overall organization and gains or losses can significantly change the future of the organization. Requires regular interaction to communicate or negotiate important agreements, requiring considerable tact, sense of timing and the ability to engender trust, plus sensitivity to diverse audiences, where relationships affect morale of major work units and/or development, and maintenance of relationships with key customers or vendors.

Essential Duties and Responsibilities:

Supervision

- Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct and coordinate, through subordinate level managers, the Public Works Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Provide leadership and direct strategic planning for the Department.

Department Operations

- Assume full management responsibility for all Public Works Department services and activities including street and appurtenances maintenance, traffic control, engineering and construction, environmental services, solid waste collection, landfill, storm maintenance, sanitary sewer collection, water distribution, and water and wastewater treatment operations.
- Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Manage, direct and implement long-range planning activities.
- Establish and maintain effective working relationships with the City Administrator, Assistant City Administrator, other City employees, City Council and other elected officials, City advisory boards, business and community groups, outside contractors, State and Federal officials, representatives of the media, and the public.
- Serve as an integral member of the City's executive leadership team to help carry out the mission, vision, and needs of the City.
- Prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to public works programs, policies and procedures as appropriate.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Public Works.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Engage other City Departments in a collaborative manner.
- Explain and interpret Public Works Department programs, policies, and activities.

Financial

- Manage and participate in the development and administration of the Public Works Department budget; approve the forecast of additional funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as necessary.

Performs other duties as assigned.

Required Qualifications/Skills:

- Bachelor's degree in Business Administration, Public Administration, Engineering, or a related field
- Seven (7) or more years of public works experience
- Five (5) years of management and supervisory experience
- A valid Montana driver's license, or must be obtained within thirty (30) days of employment
- Must be able to successfully pass a Federal and State criminal background check.

Preferred Qualifications/Skills:

- An advanced degree, such as a Master of Business Administration (MBA), Master of Public Administration (MPA), or Professional Engineer (PE) or a related field.

Physical Demands & Working Conditions:

Work is in a normal office environment with occasional field visits. Working conditions require intermittent physical effort involving lifting of 25 pounds or less. Working conditions require high attention to detail and deadlines between 45% and 70% of the time. A typical workday involves exposure to one disagreeable element present in moderate intensity less than 15% of the time. Frequent driving is required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise. The City retains the discretion to add duties or change the duties of this position at any time.