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**POSITION VACANCY  
DIVISION MANAGER OF PUBLIC WORKS  
CITY OF WATERLOO, IOWA  
Population 68,400**

**SALARY** : \$110,000-\$140,000 annualized/good benefits/health insurance/pension  
**FLSA** : EXEMPT  
**CIVIL SERVICE** : NOT INCLUDED  
**BARGAINING UNIT** : NON-BARGAINING

**GENERAL STATEMENT OF DUTIES**

Professional and administrative position under the general direction of the Mayor responsible for planning, organizing and directing the operations and activities of a multi-faceted Public Works Department including vehicle maintenance performed through the Central Garage, street maintenance and snow removal, solid waste/yard waste sanitation collection activities and sign/traffic operations including animal control. Extensive leeway is granted for the exercise of independent judgment and initiative. Responsible for the oversight of union and non-union technicians, equipment operators, skilled laborers and clerical staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

These functions are considered essential for successful performance in this job classification.

1. Directs, reviews and evaluates all public works activities including the Central Garage, street maintenance, street construction and snow removal on public residential and commercial streets and solid waste/yard waste collection on established sanitation routes.
2. Supervises and directs enforcement of ordinances related to all facets of the public works department.
3. Administers and monitors residential yard waste collection and yard waste dumping sites.
4. Hears and investigates complaints related to public works activities.
5. Develops and draft ordinances governing various aspects of the Public Works Department.
6. Develops annual department operating budgets, analyzes and interprets operating and financial reports for all public works components and

administers department purchasing, expenditures and revenues.

7. Serves in a leadership role on the City of Waterloo Safety Committee to develop and implement best practices as part of a Citywide Safety Policy.
8. Answers questions from elected officials, the media, other departments, contractors, vendors, State and Federal agencies and the public regarding all public works functions.
9. Supervises, plans, organizes, directs and evaluates the work of staff; develops policies and procedures designed to increase the efficiency and effectiveness of department operations.
10. Attends City Council meetings and other meetings requiring the expertise of the Public Works Director; attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments related to all public works activities.

11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
12. Works independently and with others with minimum supervision.
13. Performs work of a repetitive nature and varied workload pace.
14. Attends work regularly at the designated place and time.
15. Establishes and maintains effective working relationships with other City employees, City Council, Mayor, business and community groups, contractors, State and Federal officials, the media and the public.
16. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Public Works safety rules and regulations.
17. Performs all other related duties as assigned.

#### **REQUIRED KNOWLEDGE & ABILITIES**

1. Comprehensive knowledge and understanding of vehicle mechanical systems.
2. Comprehensive knowledge of street construction engineering practices.
3. Ability to interview, select, train, supervise and evaluate staff and to resolve complaints, conflicts and problems with staff and the public.
4. Ability to read and interpret laws, resolutions, ordinances, codes, license specifications and contracts.
5. Ability to understand and follow oral and/or written policies, procedures and instructions.
6. Ability to prepare and present accurate, understandable and reliable reports containing findings and recommendations.
7. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, organize information through use of a computerized database, develop computer-generated reports and update records.

8. Ability to use independent judgment to recognize and solve problems and make decisions and recommendations regarding enforcement of related municipal ordinances and to plan, organize and implement all activities of the Public works Department.
9. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
10. Thorough knowledge of administrative practices, including team building, goal setting and the development of modern office management systems.
11. Ability to communicate effectively and tactfully, maintain harmonious working relationships and respond to questions, concerns and complaints from businesses, civic and citizen groups, contractors, design professionals, property owners, elected officials and the public orally and in writing, using technical and non-technical language.
12. Ability to analyze and interpret data, review materials on a variety of department issues, give recommendations, review operating and financial statements and administrative reports.
13. Decision-making ability to develop rules, policies, regulations, programs and budget for the department.
14. Ability to move physically from one City facility or work site to another by walking or driving a passenger vehicle.
15. Ability to work with diverse groups of people from a broad variety of social, economic, racial, educational, ethnic and cultural backgrounds.

#### **ACCEPTABLE EXPERIENCE & TRAINING**

1. Graduate of an accredited college or university with Bachelor's Degree in Construction Technology, Engineering or closely related field with minimum seven (7) years progressively more responsible experience, including supervisory and administrative experience, in public works, waste water management, engineering or street construction and maintenance

**OR**

Associate's Degree in related area with a minimum twelve (12) years progressively more responsible experience, including supervisory and administrative experience in the areas previously defined

**OR**

Any equivalent combination of education, experience and training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Current driver's license and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of ten mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.
3. Strong oral and written communication skills with particular emphasis on communicating effectively with a wide variety of individuals.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without accommodation.

1. Sufficient clarity of speech and hearing or other communication capabilities that permits the

employee to communicate effectively in person and on the phone.

2. Sufficient vision or other powers of observation that permits the employee to review a wide variety of written material, including blueprints, construction plans and diagrams in electronic or hard copy form; also, to safely operate a passenger vehicle.
3. Sufficient manual dexterity that permits the employee to operate a personal computer and related equipment.
4. Sufficient personal mobility and physical reflexes that permits the employee to access various work sites throughout the City by passenger vehicle and to travel out of the area.

**MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation including driving, education, employment and criminal history checks on any applicant being considered for this position.
2. Must establish residency within Waterloo City limits in time period as determined by Mayor.
3. May be required to submit to and successfully pass panel interview and subsequent interview(s) by the Mayor or his designee(s).
4. The City of Waterloo reserves the right to require a physical examination and drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.

**WORK SCHEDULE**

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday. Must also be available outside of and in addition to these hours for City Council or other meetings and activities that require the attendance of the Division Manager of Public Works. Will occasionally make out-of-town trips.

**Minority, female & disabled individuals are encouraged to apply.**

**A.A./E.E.O**

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