



STAFF REPORT

DATE: February 2, 2022

CONSENT

TO: Honorable Mayor and City Council

FROM: Jake Dickson, Assistant City Administrator

AGENDA ITEM: Authorize Job Description for Assistant Public Works Director and Authorize Posting

BACKGROUND:

The City Council included the creation, and hiring, of the Assistant Public Works Director in the 2022 budget. Staff worked to create a job description and job posting for the position in January, both are included in your packet.

ISSUE BEFORE COUNCIL:

Should the City Council approve the Assistant Public Works Director job description and approve advertising the position?

PROPOSAL DETAILS/ANALYSIS:

The proposed job description creates a position that assists with the direction and management of the City's Public Works Department, and leads the Utilities and Parks functions of the department.

The proposed Assistant Public Works Director responsibilities include, but are not limited to:

- Assist the Public Works Director in annual maintenance programs for parks, utilities, equipment, and replacement of equipment
- Provide recommendations for parks and utilities sections of the Capital Improvement Plan
- Assist with the implementation of safety programs
- Prepare communications for regular and emergency updates
- Serve as liaison to the Parks Commission and relevant commissions and boards
- Assist the Public Works Director in scheduling, training, employee development, and hiring
- Assist in the purchase and replacement of vehicles, equipment, and supplies
- Oversee contractor relationships and monitor projects for compliance

If approved, staff will advertise the position the following morning, screen applications, perform interviews, and provide a recommendation for hire at the earliest practicable meeting date.

FISCAL IMPACT:

Assistant Public Works Director wages are included in the 2022 budget.

OPTIONS:

- Approve and the Assistant Public Works Director Job Description and advertise the position
- Approve a modified Assistant Public Works Director Job Description and advertise the position
- Do not approve the Assistant Public Works Director Job Description

RECOMMENDATION:

If removed from the Consent Agenda:

“Motion to Approve the Assistant Public Works Director Job Description and Advertise the Position.”

ATTACHMENTS:

- Assistant Public Works Director Job Description
- Assistant Public Works Director Job Posting

City of Lake Elmo

Job Title: Assistant Public Works Director

Department: Public Works

Status: Full-time regular position, Exempt

Benefits: Qualifies for full-time benefits

Reporting Relationship: Reports to Public Works Director

Supervisory Duties: This position provides general, daily supervision of teams and projects as assigned by the Public Works Director. This position assumes the supervisory roles of the Public Works Director in their absence.

Position Details: Under the general supervision of the Public Works Director this position is responsible for supervising the overall operations of the Public Works Department. This position is responsible for daily delegation and coordination of work performed on utilities, parks and other public works projects and programs as assigned. This position assists with general planning and direction of the Public Works Department and Public Works Policies.

Maintenance Responsibilities:

- Leads the Public Works Utilities and Parks functions.
- Assists the Public Works Director in the creation and implementation of annual maintenance programs for parks and utilities.
- Assists the Public Works Director in the maintenance and replacement of equipment.
- Provides recommendations for the Parks and Utilities sections of the Capital Improvement Plan
- Coordinates with Planning, Engineering, and contractors to ensure compliance on municipal projects
- Oversees all Public Works functions in the absence of the Public Works Director.
- Responds to emergencies

Administrative Responsibilities:

- Assists the Public Works Director with the implementation of citywide safety programs and training.
- Prepares internal and external communications regarding Public Works operations for regular and emergency updates.
- Performs research and analysis of special projects and Public Works policies.
- Serves as liaison to the Parks Commission, prepares and presents reports to City Council and relevant commissions, boards, other agencies, or the public.
- Review and respond to questions, comments, complaints, and requests for service from the public.
- Update City's information in GIS software including Beehive, Goodpoint and Arc GIS

Supervisory Responsibilities:

- Hires and supervises seasonal staff.
- Assists the Public Works Director in planning schedules, employee training and development, and employee evaluation.
- Assists the Public Works Director in evaluation and recommending hiring, promoting, and disciplining Public Works staff.
- Define, delegate, and supervise work assignments.
- Ability to call back employees for after-hour emergencies.

Fiscal Responsibilities:

- Assists in the planned purchase and replacement of vehicles and equipment for parks and utilities.
- Responsible for department supply purchases.
- Maintains inventory of Public Works supplies.
- Oversees contractor relationships, negotiates contracts, and monitors contracted work for compliance.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements***Knowledge, Skills and Abilities:***

- Knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Knowledge of general equipment maintenance and repair techniques.
- Knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- Experience operating heavy equipment in maintenance or construction work, including installation of underground sewer, water, and/or storm sewer utilities, or applicable related experience.
- Manage projects and supervise work crews independently.
- Ability to perform all work assigned to Public Works Operators
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to demonstrate knowledge of various software programs, especially spreadsheets, word processing, and Geographic Information Systems.

Education: Bachelor's degree in civil engineering, business or public administration or closely related field.

Requirements: Minimum of 5 years of previous public works experience. Must have a valid driver's license and a good driving record. Must demonstrate proficient verbal and written communication skills. Must demonstrate equipment operator skills and knowledge of safety procedures for:

- Single Axel Dump Truck
- Skid Loader
- Front End Loader
- Tractor
- Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

Licenses/Certifications: This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Valid Class D Driver's License, or higher
- Class C Water Operator License, or ability to obtain within 2 years
- Class C/SC Wastewater Operator License or ability to obtain within 2 years
- NIMS 700 and HAZ MAT Certifications
- APWA-MN Chapter Public Works Certificate
- Relevant Competent Person Certificate

Desired Qualifications:

- Registered civil engineer in the State of Minnesota
- Valid Commercial Driver's License
- Supervisory experience in Public Works
- Certified Playground Inspector Certificate
- Tree Inspector Certificate
- Ability to respond to afterhours emergencies; physically onsite within 30 minutes.

Physical and Mental Requirements: Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Most work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies.

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

ASSISTANT PUBLIC WORKS DIRECTOR

SALARY: \$2,925.60-\$3,804/Biweekly

OPENING DATE: 2/3/2022

CLOSING DATE: 2/25/2022

POSITION TITLE: Assistant Public Works director

DEPARTMENT: Public Works

ACCOUNTABLE TO: Public Works Director

FLSA STATUS: Exempt

PRIMARY OBJECTIVE: Under the general supervision of the Public Works Director this position is responsible for supervising the overall operations of the Public Works Department. This position is responsible for daily delegation and coordination of work performed on utilities, parks and other public works projects and programs as assigned. This position assists with general planning and direction of the Public Works Department and Public Works Policies.

ESSENTIAL FUNCTIONS OF THE POSITION

Maintenance Responsibilities:

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PLEASE APPLY BY CLOSING DATE: FEBRUARY 25, 2022

SEND COMPLETED APPLICATION TO:

CITY OF LAKE ELMO

ATTN: JAKE DICKSON, ASSISTANT CITY ADMINISTRATOR

3880 LAVERNE AVENUE NORTH SUITE 100, LAKE ELMO, MN 55042

OR JDICKSON@LAKEELMO.ORG

A CITY EMPLOYMENT APPLICATION CAN BE FOUND AT WWW.LAKEELMO.ORG

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER
