City of Rogersville

PO Box 19, 211 E Center St

Rogersville, Mo. 65742

Phone 417-753-2884

**Job Description**

Public Works Director

**Summary:** Under direct supervision of the City Administrator the Public Works Director is available to oversee task in regard to general construction, repair, and maintenance of City infrastructure, City Buildings and equipment.

**FSLA Status:** Non-Exempt

**Supervision Received and Exercised:**

* Works under direct supervision of the City Administrator
* Exercises supervision of public works employees and heavy equipment operators as determined by the City Administrator.

**Essential Duties and Responsibilities:**

The Public Works Director is responsible for general maintenance and repair of all City owned infrastructure, buildings, and equipment including waterworks, sewerage, and streets. Duties could include completing needs tasked with the City Public Works crew or contracting with outside companies as approved by the City Administrator

* 1. Review of all preliminary and final plats to ensure compliance with City codification.
  2. Work closely with the City Engineer to ensure compliance with City codification on all new and existing construction of infrastructure.
  3. Be available for meetings with project developers, City governing officials and other interested parties.
  4. Street repairs
  5. Lift station/ sewer line repairs
  6. Provide staff for snow plowing.
  7. Tree trimming
  8. Provide preventative vehicle maintenance.
  9. Reading water meters
  10. Assist other departments as requested.
  11. Availability during non-scheduled work hours as required.
  12. Perform other tasks and duties as assigned by the Public Works Director or the City Administrator.

**Knowledge/Skills/Abilities Requirements:**

* Valid State of Missouri Class “B” driver’s license and good driving record, with a DOT tanker endorsement.
* Possess or obtain a Level 3 distribution certificate.
* Posses or obtain a Class A wastewater licenses.
* Skill in successful supervision of subordinates
* Skill in establishing and maintaining effective working relationships with elected officials, appointed officials, other staff, and members of the public.
* Skills in handling public contact in a pleasant and professional manner.
* Skills in judging hazardous working environments and safe work practices.

**PHYSICAL DEMANDS**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee is regularly required to reach with hands and arms.
* The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
* The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
* The employee may be required to lift and/or move up to 70 pounds.
* Specific vision abilities required by this job include close vision, and the ability to adjust focus.
* The employee may work indoors which may be temperature regulated. Employee may be exposed to extreme weather conditions of hot and cold as well as dust and/or pollen.

**WORK ENVIRONMENT**

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

essential functions.

* The position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be a contract of employment. The contents of this position description may be changed without notice, and employment may be determined by either party at will.

Employee Signature and Date