



**City of Osseo**

415 Central Avenue  
Osseo, MN 55369-1195  
P 763.425.2624 F 763.425.1111

## **JOB ADVERTISEMENT**

### **Public Works Director**

The City of Osseo, MN (pop 2500), is seeking an outstanding candidate for a full-time Public Works Director. This position reports to the City Administrator. The position provides supervision, planning, direction, and administration of the Public Works Department including all personnel, materials, and equipment. The position provides planning and direction for the Department as well as the day-to-day operations. The Director operates as a working position who will perform operational duties in the field as well as various administrative functions within an office setting. The Department has a total of three full-time employees (including the Director) and several seasonal part-time employees. The ideal candidate will have considerable experience in municipal public works areas including streets, snow removal, water, sewer, storm sewer, parks, and maintenance of public buildings. Candidate must be licensed to operate all municipal equipment and in water and sewer maintenance. Minimum requirements include an Associates/Technical degree in a public works related field or five plus years experience in public works maintenance and repair (with supervisory experience).

The position pay falls within Pay Grade 13 (\$75,088.04 - \$95,119.28 annually) and includes all applicable benefits of a full-time position within the City. The position description and employment application can be found at [www.discoverosseo.com/about-osseo/employment](http://www.discoverosseo.com/about-osseo/employment). The completed application can be emailed to City Clerk LeAnn Larson (llarson@ci.osseo.mn.us) or mailed to City Hall (Attn: LeAnn Larson, City of Osseo, 415 Central Ave, Osseo MN 55369). The deadline for submitting applications is Friday, February 23, 2018 at 11:00 AM.

#### **Required:**

Class D Water License (or ability to obtain license within 12 months of hire)  
Class D Waste Water License (or ability to obtain license within 12 months of hire)  
Class B CDL License with Air Brake Endorsement

#### **Desired:**

Additional street and/or utility maintenance; construction experience; experience working in a municipal public works department, machinery, mechanics, or related field; history of safe work practices and clean driving record.

#### **Starting Salary Range:**

Pay Grade 13 (\$75,088.04 - \$95,119.28 annually) with full benefits package.



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## Public Works Director

<b>Position Title:</b>	Public Works Director
<b>Department:</b>	Public Works
<b>Supervisor's Title:</b>	City Administrator
<b>Pay Grade:</b>	13
<b>FLSA Status:</b>	Exempt
<b>Work Status:</b>	Full Time

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### General Definition of Work:

Performs difficult advanced technical work planning and supervising street maintenance, storm drainage maintenance, solid waste facilities, and equipment maintenance operations, coordinating work with other departments, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Position manages a department, including Maintenance Workers and Seasonal Maintenance Workers.

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### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### Essential Functions:

- Provides supervision, planning, direction, and administration of the Public Works personnel, materials, and equipment.
- Provides seasonal planning and direction of daily operations in transportation, utilities, land and buildings, and vehicle maintenance.
- Reviews engineering and design of public projects and provides inspections to assure projects are constructed and installed according to specifications and City standards.
- Develops operational and major expenditure budgets for Public Works, and maintains fiscal control to stay within adopted budget figures.
- Evaluates the needs for new facilities and equipment, and emphasizes use of cost effective ideas to improve the productivity and performance of the various departments.
- Responds to service requests and complaints of citizens, contractors, developers, and City Officials, and provides them with information and advice.
- Provides and performs services as necessary in emergency situations.
- Maintains an efficient water and waste water system in conformance with state regulations; generates related reports for internal use and external reporting compliance.

- Oversees maintenance and repair of all public roads and streets, as well as municipal buildings; assists in repair work as needed.
  - Coordinates maintenance of all municipal grounds including mowing, grass trimming, tree trimming, snow removal from streets and public spaces, and sidewalk repairs.
  - Assists the City Administrator in annual planning for capital improvements, and anticipates operating expenses including equipment, materials, and supplies for the coming year.
  - Collects and records data and information on the operation and maintenance activities, programs, and equipment, including water and sewer systems maps and water analysis data.
  - In consultation with the City Administrator and City Accountant, facilitates collections for delinquent accounts prior to disconnection.
  - Maintains an inventory of parts, materials, and equipment; makes purchases in accordance with City procedure.
  - Maintains preventative maintenance schedule for department vehicles and equipment; performs minor repairs as needed.
  - Performs tree and weed inspection throughout the City; informs the City Administrator and Police Department of violations of associated city, county and state laws and ordinances.
  - Plans and coordinates maintenance activities and equipment usage with other departments.
  - Develops and maintains the Public Works Department safety program including coordination of monthly safety meetings.
  - Attends Council and other meetings as needed.
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#### **Knowledge, Skills and Abilities:**

Thorough knowledge of the practices of municipal street, drain-way, solid waste facilities, equipment, parks and grounds maintenance, and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective street, drainage, solid waste facilities, equipment, and parks and grounds maintenance programs; thorough knowledge of occupational hazards and necessary safety precautions; general knowledge of standard office software and equipment; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, contractors, and the general public.

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#### **Education and Experience:**

Associates/Technical degree in a public works related field or five plus years experience in public works maintenance and repair (including supervisory experience).

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#### **Special Requirements:**

Class D Water License (or ability to obtain license within 12 months of hire)  
Class D Waste Water License (or ability to obtain license within 12 months of hire)  
Class B CDL license with air brake endorsement (required at time of hire)  
Microsoft Office suite: Word, Excel, Outlook, PowerPoint; desktop publishing

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#### **Physical Requirements:**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; no special vision is required; vocal communication is required for expressing or exchanging ideas by

means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.

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**Environmental Conditions:**

This work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to vibration and exposure to blood-borne pathogens which may require specialized personal protective equipment, and occasionally requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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*Last Updated: February 2018*