

THE CITY OF WEISER
IS CURRENTLY ACCEPTING APPLICATIONS FOR
PUBLIC WORKS DIRECTOR / PURCHASING AGENT

NATURE OF WORK

The Public Works Director is appointed by the Mayor and approved by the City Council. The position supervises the construction, maintenance and repair of the City Airport, Street Department, Parks and Grounds, Electric System, Building Maintenance, Garbage Department, Street Lights, Vehicles and Equipment Fleet, Water and Sewer Departments, and Storm Water Systems.

The work involves responsibility for supervising and working with utility workers in operation of equipment and the maintenance of paved and unpaved streets, sewers, water, parks and grounds, and other public works. Duties include responsibility for overseeing the work schedules of the departments and technical oversight of the functions performed by crews. Responsibilities also include periodic inspections of public works, investigation of complaints, planning for improvements, ordering materials, making recommendations on purchase of equipment, and record keeping. The Public Works Director / Purchasing Agent provides technical advice and information to the Mayor, City Council, and City Clerk/Coordinator regarding infrastructure that supports public health, safety, and quality of life.

ILLUSTRATIVE EXAMPLES OF WORK

Position has oversight or directly responsible for the following examples of work:

- Maintenance of streets, alleys, bridges and culverts.
- Snow removal and ice control.
- Maintenance unpaved streets, grading and removal.
- Repair and replacement of street signs.
- Maintenance and upkeep of city parks and grounds.
- Inspect construction projects.
- Repair and maintenance of electrical distribution system and street lights.
- Maintain electrical transformer records as per E.P.A. regulations.
- Investigate complaints made by the public as to the condition of streets, sewer system, water systems, parks, electric, garbage collection, airport and street lights.
- Prepare all bid documents and bid openings.
- Order supplies, materials and oversee purchasing department and stores department.
- Recommend purchase of equipment and vehicles.
- Keep records of vehicle titles and city property deeds.
- Keep records of equipment, vehicle license and insurance.
- Annual performance evaluations.
- Prepare written reports as may be required by Mayor and City Council.
- Oversee safety training program.
- Invoicing and receipting of insurance claims for damages and work performed by city crews.
- Attend meetings as assigned or may be required.
- Perform other duties as may be directed by the Mayor or City Clerk/Coordinator.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of Public Works Standards in street construction and repair. Electrical Distribution System. Water and Sewer Plant Maintenance and repair.
- Ability to supervise and coordinate work activities with city departments.
- Ability to keep accurate records and submit reports to meet required deadlines.
- Ability to follow written, and oral instructions.
- Ability to establish and maintain cooperative working relationships with employees, city officials, and the general public in a professional manner.
- Work with department heads in budget preparation as may be required.
- Coordinate activities with all political subdivisions of the County and State as required.
- Must have excellent written, verbal communication and computer skills.

REQUIRED EXPERIENCE AND TRAINING

- High School Diploma or GED
- 10 years of municipal public works experience.
- 2 years of public works supervisor experience.

Applications are available at Weiser City Hall, 55 West Idaho, Weiser, Idaho 83672 or on our website at cityofweiser.com. Closing date is 5:00 p.m. August 26, 2016. The City of Weiser is a Equal Opportunity Employer.