



## **City of Pleasant Valley Missouri**

6500 Royal Street  
Pleasant Valley, Mo 64068  
816-781-3996  
[www.pleasantvalleymo.org](http://www.pleasantvalleymo.org)

### **Position: ASSISTANT PUBLIC WORKS DIRECTOR**

#### **JOB DESCRIPTION:**

**QUALIFICATIONS** \*Please note\*- the qualifications & responsibilities for this position listed below include but are NOT limited to:

High School diploma REQUIRED. Applicant must possess high level of professional experience in public works, utilities, engineering or any combination of experience, education and/or training that demonstrates the applicant has the leadership competencies to fulfill the job requirements.

Ability to effectively organize and direct personnel to achieve maximum efficiency, communication & coordination within the department.

Ability to deal effectively, cooperatively, and cordially with other departments, agencies and the general public

Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.

Ability to read diagrams, blue prints, and building plans

Ability to assist the department manager in selecting, directing & evaluating other personnel on both a technical & administrative level.

Ability to establish and maintain effective working relationships with subordinates, other employees, city officials, and the general public.

Ability to work under stress & handle stressful situations. Ability to meet deadlines.

Ability to operate/use hand tools & small equipment. As well as heavier pieces of equipment utilized in public works including but NOT limited to: trucks, bull dozers, excavators, snowplows, lawn mowers, etc.

Ability to use various office items; computer, various software programs, calculator, multiline phone, copy and fax machines.

Drivers License REQUIRED

Ability to walk, stand, crouch, and/or crawl; ability to use hands & fingers to handle tools, operate equipment & controls; ability to reach with hands & arms.

Ability to lift and/or move up to 50 pounds.

## **RESPONSIBILITIES**

Evaluate the need for construction, maintenance & repair work on city streets, and storm sewers. Develops work plans and schedules consistent with available equipment, material, and manpower.

Inspects job sites for quality work.

Ensures compliance with city ordinances/standards and safety regulations.

Evaluates work methods & operations; determines requirements for equipment, materials and manpower along with requisitioning materials to carry out the scheduled work.

Develops & supervises the schedules for street surfacing & patching, regular & seasonal street cleaning, including snow removal and ice control so that city streets are clean and safe for drivers/residents.

Supervises and participates in the development and implementation of projects, including preparing and monitoring projects along with completion deadlines & staffing concerns.

Develops & supervises employees by setting goals, providing feedback and conducting performance appraisals promoting a productive, safe & positive work environment; Recommends & administers policies and procedures within the department.

Prepares & monitors department budget ensuring all work is performed within budget; in conjunction with PW Director, prepares budget estimates.

Attends and participates in professional group meetings as appropriate; provides staff support to various boards and commissions, as needed and assigned; attends professional development workshops, seminars and conferences to keep abreast of trends & developments in the respective field of responsibility; maintain departmental awareness of contemporary developments in management and the fields of study.

Selects, trains, motivates and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews to PW Director; Provides and coordinates staff training; work with employees to correct deficiencies; implements discipline & termination procedures as directed by and in coordination with the PW Director.

Provides recommendations on needs for new equipment, facilities, major repair work, building/rebuilding projects and/or any other issues/concerns to the PW Director.

Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively & jointly to provide quality, seamless customer service.

Operates a motor vehicle to assist in carrying out the business of the PW department & the city.

Work may be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.

## **SCHEDULE**

Normal schedule for this position is Monday thru Friday 7am to 330pm; some weekend hours may be needed; OT hours are possible as well. \*Please Note\*-OT may be REQUIRED especially during winter storms & emergency situations.

## **PAY RATE**

Starting pay for this position is PAY GRADE 140/STEP 1 \*(\$26.26 per hour)\*

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

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Date

