

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** January 2022

**Position Title:** Deputy Administrator/Public Works Director      **Status:** Exempt

**Department:** Administration/Public Works

**Approved:** \_\_\_\_\_

**Accountable to:** City Administrator

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**Primary Objectives**

Performs managerial and administrative work overseeing the operations of the Public Works Department including street and storm sewer system, parks, water treatment plant, wastewater treatment plant and the distribution and collection systems; performs related duties as required. Also provides managerial and administrative work to assist Community Development related infrastructure expansion.

**Supervision Received**

Works under the administrative direction of the City Administrator.

**Supervision Exercised**

Provides general supervision to department staff, either directly or through department supervisors.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Plans, directs and oversees operations and maintenance of streets, storm sewers, parks, including equipment, buildings, grounds and trails, and the water and wastewater system and facilities.
- \* 2. Supervises staff including: interviewing and recommending hire, training, coaching, providing direction, assigning and reviewing work, evaluating performance and recommending or administering reward and discipline.
- \* 3. Assists and oversees department supervisors in the exercise of all personnel functions; ensures labor agreements, safety rules and practices and personnel policies are enforced.
- \* 4. Establishes, implements and enforces departmental policies and procedures and long and short-term goals and ensures their implementation.
- \* 5. Reviews division budget requests and develops and submits the operational budget and CIP requests for the Department to the City Administrator for approval.

- \* 6. Confers with engineers, developers, city officials, and the public in the development of long-range plans and programs and directs and oversees long-range maintenance and facility upgrades.
- \* 7. Handles complaints and resolves citizen concerns in a manner to encourage cooperation and community acceptance of municipal policies and activities.
- \* 8. Oversees inventories of equipment, materials and supplies; prepares and reviews bid specifications, and authorizes purchases in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the City Administrator for approval.
- 9. Analyzes and recommends, when appropriate, rates or charges for goods or services sold or performed by the City to outside entities.
- \* 10. Oversees grant preparation and ensures the terms of grants are met; manages the use of state aid monies and PAC funds.
- \* 11. Oversees the WWTF operations to ensure the highest quality discharge effluent.
- \* 12. Oversees the WTP operations to ensure proper operation and highest quality safe drinking water.
- \* 13. Reviews monthly, bi-annual and annual reports and recommends operational changes as appropriate.
- \* 14. Works with outside agencies such as the MPCA, EPA, the Department of Health and DNR; oversees completion of required reports and forms and ensures proper records are maintained.
- \* 15. Negotiates and determines solutions for controversial problems with consultants, contractors and the general public, under the direction of the City Administrator.
- 16. Enforces union contract provisions, personnel policies, safety rules and practices.
- \* 17. Works with engineers, consultants, developers, contractors and other City departments to resolve issues and ensure high quality, cost-effective services.
- \* 18. Works with City Engineers and Planners to establish and enforce City Development Standards for consistent building and construction within the City.
- \* 19. Oversees and advises staff on difficult or unusual problems and communicates regularly with the department supervisors to share information and discuss solutions to problems or plans for change.
- \* 20. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities; facilitates cross-training among employees to improve the overall efficiency of department operations.
- \* 21. Coordinates activities with other departments and contracted services to avoid work delays and service interruptions.
- \* 22. Ensures facilities and equipment are inspected according to guidelines and accurate records and maintained; prepares reports and keeps the City Administrator informed of any pertinent issues.

- \* 23. Establishes and maintains a system for public works emergencies and makes arrangements for back-up assistance in the event of system or major equipment failure.
- \* 24. Identifies potential risks and establishes security measures in accordance with requirements of the Department of Homeland Security.
- \* 25. Attends and participates at meetings of the City Administrator, City Council, Commissions and agencies as requested.
- \*26. Staff lead on infrastructure expansions projects such as broadband, road projects, parks and infrastructure expansion related to community/economic development.
- 27. Other cross departmental, infrastructure related projects and tasks such as capital planning and related matters.
- 28. Performs other duties as needed or assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- \* ➤ Considerable knowledge of the repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- \* ➤ Considerable knowledge of street, storm sewer and park maintenance operations, equipment, tools, materials and processes.
- \* ➤ Considerable knowledge of safety laws and requirements affecting the operations of a municipal street and park maintenance system including traffic laws, ordinances and regulations involved with safety street sign placement and equipment operations.
- \* ➤ Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
- \* ➤ Considerable knowledge of budgeting, purchasing, grant management, and financial controls related to areas of responsibility.
- \* ➤ Considerable ability to organize, schedule, prioritize and coordinate the activities of the various divisions within public works and to coordinate that work with construction work being done in the City.
- \* ➤ Considerable ability to supervise, advise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- \* ➤ Considerable ability to develop and maintain accurate records and maps of the infrastructure.
- \* ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation.
- \* ➤ Considerable ability to resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- \* ➤ Considerable ability to communicate effectively, both orally and in writing, and establish and maintain effective working relationships with City Officials, contractors, outside agencies, city staff and the general public.
- \* ➤ Considerable ability to plan for needs and improvement in the operation and see that plans and goals are achieved.
- \* ➤ Considerable ability to research and analyze problems, determine appropriate solutions and ensure the solutions are implemented.
- \* ➤ Working ability to use both large and fine motor skills to manipulate objects requiring manual dexterity and to effectively use a computer with standard office software.

- \* ➤ Working ability to operate a telephone or radio for work calls and to hear employees and citizens.
- \* ➤ Working ability to visually inspect work quality and technical diagrams and maps.
- Working ability to work in unfavorable and adverse weather conditions and environments.
- \* ➤ Ability to respond to emergency 24-hour on call and to determine when to call in staff for emergencies.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration or related field. Two years of experience in local government. Experience in project management, administrative management, infrastructure, community development, or other similar experience desired.

\* Note: Asterisked items are essential to the job.