



City of Maquoketa, Iowa Director of Public Works





QUICK FACTS

Population:	6,128
City Street Maintenance Miles:	35
FY24-25 City Budget:	\$23.7M
FY24-25 PW Related Budgets:	\$5.08M
FTEs:	35.5

Maquoketa, Iowa

The City of Maquoketa is the County seat of Jackson County with a population of 6,128 as of the 2020 Census. Maquoketa is rich in history and culture, is surrounded by scenic natural beauty, and is home to a strong arts community. The community’s identity is intertwined in these qualities and is enhanced by the close-knit, small town feel.

HISTORY & POPULATION: The history of Maquoketa has been well preserved in a number of beautiful homes and structures. The City itself hosts nearly 40 sites listed on the National Register of Historic Places. In addition to the Maquoketa River, the

community boasts many recreational facilities including Maquoketa Caves State Park, Prairie Creek Recreation Area, Hurstville Interpretive Center, and Horseshoe Pond County Park. Cultural facilities include the Maquoketa Art Experience, the Ohnward Fine Arts Center, and the Old City Hall Gallery.

Maquoketa is historically an agricultural town, but light industry and distribution facilities are also important to the regional economy. As the county seat, many workers are employed in administrative and healthcare jobs that serve the surrounding region.

Maquoketa has a rich history as the commercial and cultural center of the surrounding area. The area’s first European settler, J.E. Goodenow, arrived in 1838 and established a village that he called Springfield. In 1850 a city was platted and recorded under the name Maquoketa. The City of Maquoketa was officially incorporated as a city by special act of the Iowa State Legislature in 1857.

Prior to European settlement the area was home to Sauk and Fox Native American tribes. The name of the city was derived from the native word "Makwok-eteg" which roughly translates to "there are bears."

Maquoketa was established as the county seat of Jackson County in 1873. Prior to that, the county seat was located in Andrew. In the early days of the city, growth was spurred by the extension of railroads to Maquoketa in 1873.



Downtown Maquoketa, 1914

The Clinton Engines Museum was the next storied chapter of an industrious boom in Maquoketa. In 1950, Don Thomas moved his Clinton Machine Company from Clinton, Michigan to Maquoketa, Iowa where they quickly became a world leader in small engine manufacturing.



The 12-acre Clinton Engines site yielded over 18 million engines, making the company the 10th largest employer in Iowa, drawing workers from over 33 different communities in three states. It was the first time that farmers here worked in a factory, farming around their shift, thus changing the socio-economic status of the entire area.

Fast forward to 2023, the City's largest employers & industrial producers include:

- Family Dollar Distribution
- Jackson County Regional Health Center
- Maquoketa Community School District
- Husco
- Walmart
- City of Maquoketa
- Dynamic Tube
- Sonac

OUTDOOR

WONDERLAND &

RECREATION: Maquoketa is a center of everything City tucked into Eastern Iowa. The Dubuque, Quad City, and Clinton areas can all be reached entirely in a 30-45-

minute drive giving all residents an opportunity to explore and appreciate the local environment and famed driftless region known for rolling hills and beautiful landscapes. This allows for ideal outdoor opportunities for any hunting, fishing, or hiking enthusiast.

Maquoketa Caves State Park, approximately 10 minutes outside of Maquoketa, is one of Iowa's most visited parks. Visitors come from all places to observe and explore caves that don't seem possible.

The Mississippi River is also nearby allowing for boat access and multiple waterfront establishments. Candidates will find no shortage of outdoor opportunity in Maquoketa.

THE IDEAL CANDIDATE: The ideal candidate will have a technical skill with administrative capabilities and a willingness to work within the Public Works team on all operations. The chosen candidate will be able to exercise management requirements with the Public Works team and respond well to concerned citizens, businesses, and visitors alike. The candidate will fully understand public service dynamics and seek to faithfully commit the better good of the City above all else. The desired candidate will be able to drive Public value through their technical skill and find joy in getting their hands dirty with the Public Works team.

THE DIRECTOR, DEPARTMENT, & ISSUES: The former Director of Public Works loved his service to the City of Maquoketa. The individual led the Public Works team for 13 years transferring his skill set from the private sector. The former director championed Maquoketa's downtown revitalization of Main Street, HWY-64 reconstruction, Stormwater Levee reconstruction, and set the City down a productive path of executing the [City's 10-Year Street Improvement Plan](#) by partnering the City with a variety of Street maintenance and mill/fill contractors.

The chosen candidate will be responsible for carrying out the vision of the [10-Year Street Improvement Plan](#), work with the Public Works team, and excel in all aspects of public customer

service. Maquoketa will be a busy and challenging community to work in, but also provide for plenty of opportunity to overcome workable challenges.

Overall, the City executed many major Capital Improvement projects over the previous 10 years. At one point in 2022, the City managed approximately \$35M in Capital Projects all at once. This is unheard of for a City of 6,128. Due to staff focus on these projects, it would seem the City fell behind in maintaining local roadways...this was the main reason the City Council sought to frame a [10-Year Street Improvement Plan](#). The objective of the next Director is to execute the vision of the Plan and lead the Department into an era of expeditiously resolving public complaints as they arise.

MINIMUM QUALIFICATIONS:

Graduation from high school or graduate of a skill related trade school. Preferred education credentials would include at least an associate's degree. Professional Engineering

licensure or Water-Wastewater experience preferred. City Park management experience or expert knowledge of City Park management is preferred but not required.

Ability to analyze a complex problem by producing a public problem statement, develop solution options through research, and firmly recommend an action to City Management and City Council considering public interest, financial, and legal implications. Must have an ability to demonstrate this qualification through written and oral explanations as needed.

See job description for further.

government. The City Manager has been employed at the City for 2.5 years.

The City has a City-wide budget of \$23.7M for FY24-25 and the Director of Public Works directly and indirectly manages approximately \$5.08M in municipal operating Capital Project budgets.

The City utilizes a 25% reserve fund balance minimum policy which exceeds the policy standard recommended by the Government Finance Officers Association. The City's Road Use Tax Fund is predicted to finish FY23-24 at a very healthy 136%. [See full City budget here.](#)

A full-service City, Maquoketa offers these services: police, fire, economic development, parks, contract engineering, public works, service utilities (electric, water, wastewater, refuse, recycling), contracted city attorney, and general administration (city manager, deputy city clerk, finance clerk, confidential, secretary, utility clerk, and contracted information technology services).

COMPENSATION SUMMARY

Anticipated Hiring Range:	\$82,000 - \$110,000
Retirement:	IPERS Pension
Health Insurance:	Medical, Dental, Vision, \$300/600 Deductibles
Paid Time Off:	Min. 2-Week; Negotiable Holidays, Sick Accrual
Relocation Assistance:	Negotiable

ANTICIPATED SCHEDULE

Application Due Date:	July 31
Recommendation of Candidates:	August 7
Round 1 Candidate Interviews:	August 19-30
Final Interviews:	September 7
Candidate Selection:	September 9
Desired Start Date:	October 1

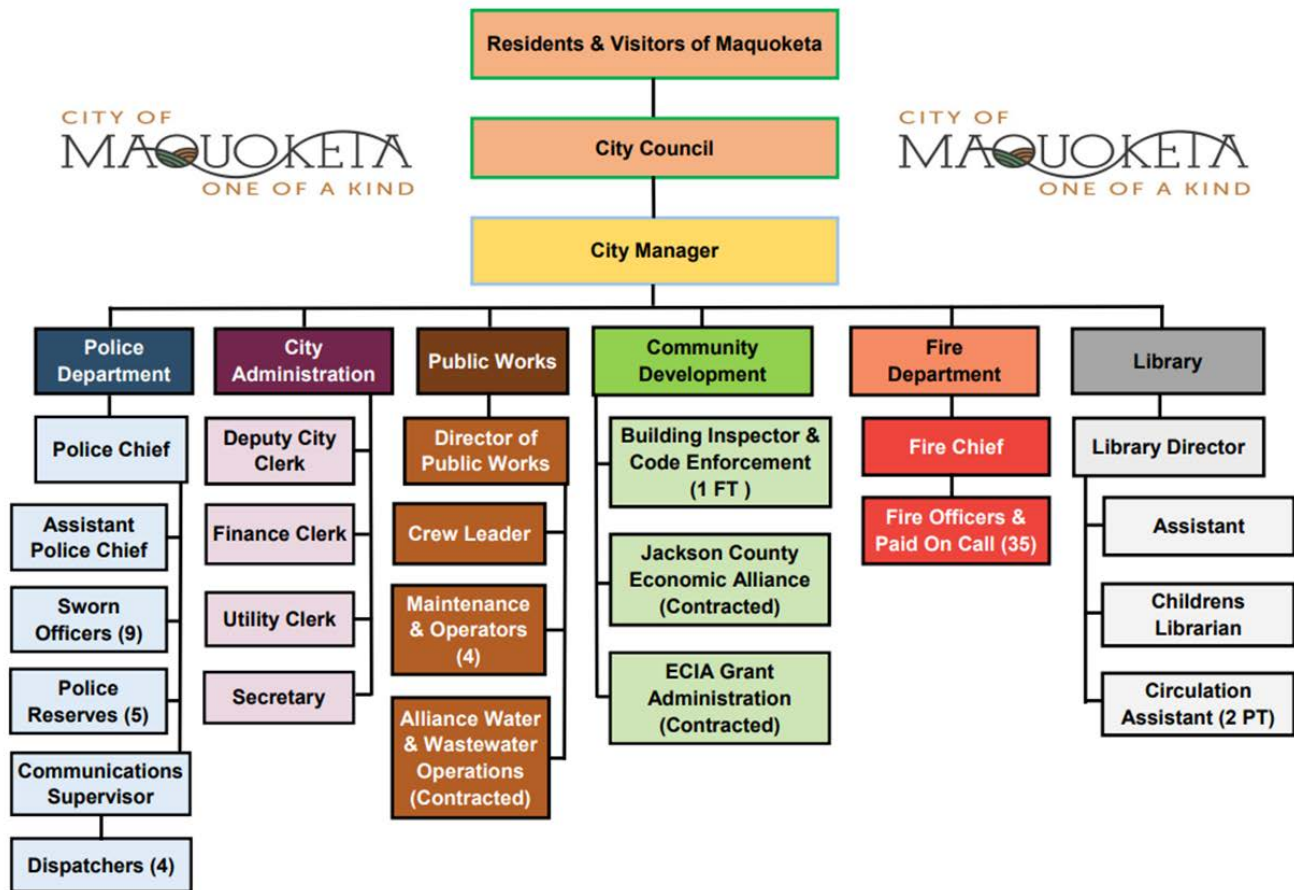
CITY ORGANIZATION: The City of Maquoketa is an Iowa Home-Rule Municipality. The City Council (7 members) and Mayor direct all City Policies, Ordinances, and approve Resolutions. The City Council utilizes a Council-Manager form of

Apply

To be considered for this excellent professional opportunity, please email only your cover letter (CL) and resume to: manager@maquoketaia.com, naming your files Last.First.CL and Last.First.Resume.

Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates. If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Joshua Boldt directly at (563) 652-2484.

City of Maquoketa Organizational Chart



CITY OF MAQUOKETA, IOWA
JOB DESCRIPTION
DIRECTOR OF PUBLIC WORKS

Job Summary

The position is an at will management employee of the City of Maquoketa. Director of Public Works plans, directs, manages, and oversees the activities, projects, and operations of the Public Works Department including street maintenance and construction, storm sewer maintenance, airport maintenance, park maintenance, City contractors, City building maintenance, and coordinates Public Works Department activities with other City departments and outside partners. Executes major Capital Projects as they occur serving as the City's representative. Provides highly responsible and administrative supports to the City Manager's office on behalf of the City Council's objectives.

Lines of Authority

This position is directly supervised by the City Manager. City Manager has the responsibility to hire, evaluate, and terminate this employee.

Nature of Work

This is supervisory and technical work. Work typically includes but is not limited to street and storm sewer maintenance and repair, park maintenance, airport maintenance, various private contract management on behalf of the City's interest to serve the public. The position oversees maintenance of other City facilities as needed. The position directly ties to the City's Water-Wastewater Resources contractor as needed and needs foundational level knowledge of Water-Wastewater systems.

Work requires a high degree of ethical responsibility and an unbreakable commitment to serving the best interest of the City. Work includes a wide latitude to make management decisions on behalf of the City Manager and City Council.

Work involves the responsibility for planning, scheduling, organizing, directing, and participating in activities related to maintenance and repair of streets, storm sewers and other assigned functions.

Assignments require controlling work, contracted or internal, to assure timely performance in adherence to maintenance standards. Assignments will require coordination of work with contractors, utility companies, and other city departments. Work programs are planned with the City Manager and other City officials. Performance is evaluated annually with the City Manager.

Essential Functions and Duties

- Supervises all street and storm sewer maintenance work whether contracted or internal.
- Supervises maintenance and repair of sidewalks, alleys, and curb & gutter systems.
- Inspects street repair projects, such as crack filling, sealcoating, patching, total street replacements, and curb repairs when performed under contract.
- Directs the maintenance and upkeep of all City parks and recreational areas.
- Supervises painting of traffic and parking lines.
- Directs the maintenance and erection of traffic signs and markings.
- Assures that subordinates comply with applicable safety and occupational health standards.
- Manages and maintains discipline of subordinates. Evaluates staff annually. Hires and terminates as required by City policy and procedures.
- Assigns personnel and equipment to maintain scheduled operations.
- Trains personnel in the operation of machinery, and in methods and approaches to assign tasks.
- Schedules personnel and equipment for snow removal, street salting, and other work to meet and anticipate municipal requirements.
- Coordinates operations with utilities and other City departments.
- Participates in the operation of equipment and the performance of manual tasks as required.
- Performs or assigns annual survey of all public sidewalks and reviews ADA compliance as it relates to sidewalk maintenance.
- Provides information and advice to the City Manager and City Council on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning.
- Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department.
- Prepares annual budget and justifies budget requests and amendments.
- Submits routine City bills for payment in execution of the City's overall goals. Codes said bills appropriately to the required budget lines.
- Ensures the efficient and economical use of departmental funds, labor, materials, facilities and time.
- Responds kindly to all City service related complaints as needed. Exercises complaint empathy and respects all who are concerned.
- Maintains records, prepares annual department budgets, complies with State and Federal Regulations and submits periodic reports of operations.
- Forecasts needs for supplies up to a year in advance.
- Performs related work as required by the City Manager in the best interest of the City Council.

Minimum Qualifications

- Graduation from high school or graduate of a skill related trade school. Preferred education credentials would include at least an associate's degree.
- Ability to analyze a complex problem by producing a public problem statement, develop solution options through research, and firmly recommend an action to City Management and City Council

considering public interest, financial, and legal implications. Must have an ability to demonstrate this qualification through written and oral explanations as needed.

- Thorough knowledge and experience in street maintenance and repair work, including 2-3 years supervisory experience.
- Thorough knowledge and experience of storm sewer maintenance and repair requirements, and work methods.
- Foundational level knowledge of Water-Wastewater Municipal systems.
- Ability to perform minor equipment maintenance tasks. Ability to follow standard safety practices and procedures common to maintenance and construction work; ability to follow written and verbal instructions.
- Basic knowledge of electrical, mechanical, and plumbing construction. Working knowledge of tools and equipment used in general maintenance, construction and repair of City facilities.
- Ability to plan and schedule personnel, equipment and material requirements related to assigned public work.
- Strong ability to adhere to an assigned, large municipal budget and plan for future budget implications.
- Ability to learn the City Fund's Accounting system specific to the Public Works Department and comprehend monthly financial reports as provided by the City's Finance Clerk.
- Ability to specify and produce valid requests for proposals in accordance with the City's Purchasing Policy.
- Identify and respond to verbal and written complaints made by the public.
- Must have a valid US Driver's License.
- Must have a CDL or obtain one within one-year of hire.

Preferred Qualifications

Professional Engineering licensure or Water-Wastewater experience preferred. City Park management experience or expert knowledge of City Park management is preferred but not required.

The ideal candidate will have a technical skill with administrative capabilities and a willingness to work within the Public Works team on all operations.

Working Conditions

Office/fieldwork conditions. The position is inherently management of all Public Works operations. Approximately 40% of time will be expended on administrative tasks. All remaining time would routinely be operational support with the Public Works Department.

Sufficient physical strength, endurance and agility to perform assigned tasks. Ability to perform moderate to heavy manual tasks and work in all types of weather.

Residency Requirement

Must reside within 5 miles of Maquoketa City limits per City Code.

Salary

\$82,000 - \$110,000 hiring range based on knowledge, skills, experience, and abilities. City Manager to recommend starting Salary to City Council.

Job Type

Full-Time

Location

Maquoketa, IA

Department

Public Works Department