



Pella, Iowa
Public Works Director
Position Profile



Applications will be accepted until noon Friday, August 1, 2025

<https://www.cityofpella.com/apply>

Questions:

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ABOUT PELLA

Pella (population 10,464) is located 45 miles southeast of Iowa's state capital and largest city, Des Moines. Pella was recently ranked by USA Today as one of the best places in the United States to reside. Pella is proud to be the corporate headquarters of several large manufacturers including Pella Corporation, Vermeer Corporation, and Precision Pulley & Idler (PPI). Central College, a private four-year college, brings 1,100 students to Pella each academic year. In addition to a strong local economy, Pella is a tourist destination with beautiful parks, a historic downtown, and the annual Tulip Time festival. Lake Red Rock, Iowa's largest lake, is a short drive or bike ride away from Pella's vibrant downtown.

More information about Pella is available using the following resources:

- PACE (Pella Area Community & Economic) Alliance: www.pella.org
- Pella Convention & Visitors Bureau: www.visitpella.com
- Pella Community Schools: www.pellaschools.org
- Pella Christian Schools: www.pceagles.org
- Central College: www.central.edu
- City of Pella: www.cityofpella.com

CITY ORGANIZATION

Pella operates under the Mayor-Council form of government, with six City Council members elected to staggered four-year terms. The City of Pella has 123 full-time employees throughout the following departments: Ambulance, City Administration, Community Services, Electric, Library, Planning & Zoning, Police, Public Works, Telecommunications.

PUBLIC WORKS DIRECTOR POSITION

The Public Works Director reports to the City Administrator and is responsible for the overall management of the Public Works Department including streets, water, wastewater, airport, and facility divisions. The full job description is included on the following pages.

PUBLIC WORKS DIRECTOR ATTRIBUTES

The ideal candidate will have the following:

- Bachelor's degree in construction administration, business management, engineering, or a related field.
- Significant experience in public works administration or utility management.
- Significant leadership experience required, including oversight of staff, budgets, and high-level initiatives
- Proven track record of communicating with the public effectively and professionally.

TENTATIVE TIMETABLE

Below is the tentative timetable for this position:

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|-----------------------------------|--|
| 1. Deadline to submit application | Friday, August 1, 2025 at noon |
| 2. Initial interviews | weeks of August 4 th and 11 th |
| 3. In-person interviews conducted | week of August 18 th (tentatively) |



Public Works Director

Public Works

Executive
FLSA: Exempt

JOB SUMMARY

Under the general direction of the City Administrator, the Public Works Director is responsible for management of the Public Works Department including the Streets, Water, Wastewater, Airport, and Facility divisions. The Public Works Director is responsible for departmental operating budgets, forecasting departmental needs by anticipating infrastructure maintenance, planning and managing ongoing projects and long range goals, anticipating public and/or industry trends through various industry standard resources, developing plans and making recommendations pertaining to the Public Works Department.

MAJOR DUTIES

- Supervise directly, and through subordinates, the construction, extension, maintenance and repair of the city's streets, storm sewers, sanitary sewers, water system, treatment facilities, airport facility and buildings.
- Responsible for directly or indirectly supervising full-time, part-time, and/or seasonal employees including making hiring and termination recommendations, conducting performance evaluations, approving schedules and time-off requests, and ensuring staff is trained.
- Effectively negotiate and monitor construction contracts, service contracts, and/or management contracts.
- Coordinate, schedule, and inspect maintenance projects. May develop and delegate tasks and projects or problem solve issues with projects.
- Resolve issues with the public, contractors, and developers by investigating and responding to concerns and complaints.
- Represent the city to outside agencies and the general public with respect to Public Works through the use of excellent communication skills and by projecting a good, solid, positive image to outsiders and Public Works employees.
- Prepare and plan annual departmental budget including making recommendations on staffing levels, capital equipment purchases, and projects including, but not limited to, cost/benefit analysis, manpower utilization, system maintenance, and upgrades.
- Responsible for acquisition and maintenance of all equipment of the Public Works Department.
- Responsible for promoting a cooperative environment where all employees can work toward eliminating workplace hazards and improving safe work practices and procedures by being a positive role model and safety advocate
- Represent the city by serving on various boards and commissions such as the CIRPTA. Participate and take an active role in local, state, and federal organizations promoting Public Works activities.
- Available to respond in emergencies or unusual situations outside of the normally assigned work period.
- Performs other duties of a similar nature or level.

SUPERVISORY CONTROLS

The Public Works Director assigns and directs work throughout the Public Works Department in terms of general instructions. The director checks for compliance with procedures and the nature and propriety of the final results. The director reports to the City Administrator.

GUIDELINES

Guidelines include city ordinances and policies, state law, federal regulations, OSHA regulations, and other safety rules and regulations. These guidelines require judgment, selection, and interpretation in application.

CONTACTS

Contacts are typically with coworkers, vendors, consultants, contractors, representatives of other agencies, inspectors, and the general public. Contacts are typically to exchange information, resolve problems, provide services, motivate or influence persons, and negotiate or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work typically requires balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, fingering, grasping, talking, hearing, seeing and repetitive motions. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell. The employee must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force routinely. The work is typically performed inside and/or outside and includes being exposed to extreme heat/cold, noise, vibration, mechanical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions, isolation.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over (1) Water Plant Superintendent, (1) Wastewater Plant Superintendent, (1) Street Superintendent, and (2) Administrative Assistants.

MINIMUM QUALIFICATIONS OF SKILLS AND KNOWLEDGE

- Graduation from an accredited college or university with a bachelor's degree in construction administration, business management, engineering, or related field, and substantial high-level professional experience in public works, utilities, engineering, or any combination of experience, education, or training that demonstrates the applicant has the leadership competencies necessary to fulfil the job requirements.
- Knowledge of construction techniques and applications.
- Knowledge of equipment uses and practices pertaining to project management.
- Possession of, or ability to obtain, valid Iowa Driver's License within one year of hire.
- Residency requirement within the Pella Community School District.

Position last reviewed/updated March 18, 2025