

# Help Wanted: Public Works Director & Zoning Administrator

The City of Rock Rapids, Iowa, is seeking a highly motivated and experienced individual to fill the combined role of **Public Works Director and Zoning Administrator**. This is a unique opportunity to play a vital role in our growing community, overseeing critical infrastructure and guiding responsible development.

## About the Role:

As our Public Works Director, you'll be responsible for the planning, organizing, directing, and supervising of all public works functions, including but not limited to city streets, buildings, grounds, equipment, snow removal, sanitary sewer, storm sewer, tree dump, parks and other public works projects by planning, organizing, directing and reviewing general procedures. You'll lead a dedicated team, manage departmental budgets, and ensure the efficient and effective delivery of essential services to our residents.

In your capacity as Zoning Administrator, you will be responsible for enforcing the city's zoning ordinances, reviewing development plans, and providing guidance on land use regulations. This role requires a keen understanding of community planning and a commitment to maintaining the character and quality of life in Rock Rapids.

## Key Responsibilities:

- **Oversee Public Works Operations:** Manage daily operations, maintenance, and capital improvement projects for streets, sewer, and parks.
- **Team Leadership:** Supervise, train, and evaluate public works staff, fostering a positive and productive work environment.
- **Budget Management:** Develop and manage departmental budgets, ensuring fiscal responsibility.
- **Zoning Administration:** Interpret and enforce zoning ordinances, review permit applications, and attend and advise the Planning and Zoning Commission, Board of Adjustment and City Council on development matters.
- **Community Engagement:** Respond to public inquiries and concerns related to public works and zoning.
- **Compliance:** Ensure all operations comply with local, state, and federal regulations.

## Qualifications:

- Proven experience in public works and street maintenance.
- Knowledge of zoning principles, land use planning, and municipal ordinances.
- Strong leadership and supervisory skills with the ability to motivate and develop a team.
- Excellent communication, interpersonal, and problem-solving abilities.
- Ability to read and interpret engineering plans, specifications, and other essential documents.

- CDL class B preferred or ability to obtain.
- Relevant certifications (e.g., basic emergency medical training, certification for pesticide application, certification for sanitary sewer maintenance, and certified pool operator) are a plus.
- Must live within 3-mile radius of Rock Rapids city hall.

### **Why Rock Rapids?**

Rock Rapids is a vibrant and welcoming community nestled in Northwest Iowa. We offer a friendly atmosphere, excellent schools, and a strong sense of community pride. This position offers a competitive salary and benefits package, along with the opportunity to make a tangible impact on the growth and well-being of our city.

### **To Apply:**

For additional information or for a complete job description contact the City Operating Officer at 712-472-2553 or [city@rockrapids.net](mailto:city@rockrapids.net), or refer to website, [www.rockrapids.com](http://www.rockrapids.com).

Please submit your cover letter, resume and references to the City Operating Officer at 411 First Ave, PO Box 403, Rock Rapids, IA 51246 or [city@rockrapids.net](mailto:city@rockrapids.net) by 4:00 PM, Friday, August 22, 2025.

The City of Rock Rapids is an Equal Opportunity Employer.