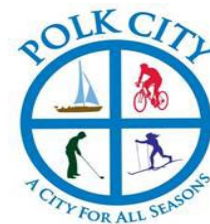


The City of Polk City is accepting applications for Public Works Director . Polk City's Public Works Director is retiring after a successful career of 32 years with the city. The Public Works Director will manage and provide oversight of all public works related responsibilities, oversee the employees in the Public Works Department, oversee all infrastructure and building maintenance for the City of Polk City, provide customer support to the residents, and make recommendations to the Mayor, City Council, and City Manager for the Public Works Department. Under the general direction of the City Manager, the Public Works Director will participate in, manage and coordinate daily related Public Works responsibilities for the city.

The salary range for the position is \$100,523.77-\$150,785.66, with an expected starting wage between \$100,523.77-\$122,732.51, depending on qualifications. The position includes excellent benefits, paid time off, and is an IPERS covered position. Please submit resume, cover letter, and 3 references to Chelsea Huisman, City Manager at chuisman@polkcityia.gov. Electronic submissions are required. Email or telephone inquiries for the position should be directed to Chelsea Huisman at 515-984-6233. The first review of applications will take place on March 9, 2026. Position will remain open until filled. A copy of the job description can be found below.



City of Polk City

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| Title: | Public Works Director |
| Department: | Public Works |
| Status: | Regular Full-Time Exempt |
| Reports to: | City Manager |
| Supervises: | Public Works Supervisor, Construction Observer, GIS Maintenance Worker, Public Works Operation Specialists, and Public Works Laborers |
| Pay Grade: | E5 |

POSITION FUNCTION:

Under the general direction and supervision of the City Manager, the Public Works Director is responsible for the directing, planning, and organizing of the daily, seasonal, and cyclical activities of the public works department, including prioritizing and monitoring department expenditures, public works equipment, and public works capital projects. The Director assists in the assessment of needs and planning of city utilities.

The Director monitors the overall effectiveness and efficiency of the department and its staff and makes recommendations for improvement and directs the activities of the department. The position is responsible for the operation and maintenance of the city's water and sanitary sewer systems. The position supervises the general maintenance and cleanliness, and efficient operation of the city's wastewater treatment distribution system including manholes, lift stations; all city owned and leased property including parks, public buildings, and roadways; equipment maintenance; traffic signal ; drinking water systems; and storm water systems. The Public Works Director will serve as a working supervisor and direct the daily activities of all Public Works employees by determining work priorities and resources needed to carry out the activities.

DUTIES AND RESPONSIBILITIES:

1. Oversees the Public Works Department, and manages, supervises, provides coaching, hires, disciplines, and terminates (with approval from the City Manager) all employees within the Public Works Department.
2. Prepare and submit the annual department budget and monitor expenditures and revenues throughout the year for public works functions.
3. Inspects construction progress and upon completion reviews for conformance to desired standards and objectives for all buildings, facilities, infrastructure and grounds work.
4. Plans, schedules, evaluates, and oversees all public works projects and operations of all infrastructure, including sanitary sewer, facilities, buildings, grounds, drinking water, storm water, streets and parks.
5. Plans, evaluates, and oversees all capital equipment in the public works department and keeps an accurate inventory of all equipment.
6. Ensures the city meets State Environmental Protection Agency (EPA) and Department of Natural Resources (DNR) guidelines.
7. Provides for emergency maintenance outside of normal business hours and responds to emergencies.
8. Respond to citizen complaints in a timely manner.
9. Ensure staff is in compliance and holding all necessary certifications for their respective positions.
10. Serves as the city's safety committee chair, chairing and attending all safety committee meetings, and providing guidance to both the other departments and safety officer.

11. Determine resource needs and request funds accordingly during the budget process based on priority needs.
12. Oversee and prepare department reports to the City Council, Mayor, and City Manager.
13. Monitor and manage contracts for the city to ensure compliance with all provisions contained within the contract.
14. Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
15. Assists private contractors with previously authorized public works projects ; attends pre-construction meetings and inspects work in progress and upon completion for adherence to the contract, standards, and general objectives.
16. Develop and recommend policies and procedures to enhance the effectiveness and efficiency of department operations.
17. Ensure proper training of Public Works employees including but not limited to Occupational Safety and Health Administration (OSHA) requirements and operations of all equipment and systems.
18. Approve purchasing and control inventory for the department.
19. Work with City and County emergency management and respond to all critical incidents and hazardous events while adhering to emergency operation plans.
20. Enforce the City Code of Ordinances and policies of the city.
21. Maintains knowledge on local, state, and federal laws, mandates and regulations, policies and procedures and contemporary public works trends and initiatives.
22. Assists with daily duties as needed including: meter readings, meter installation, wastewater pond maintenance, hydrant flushing, water valve exercising, manhole repairs, water system failures, lift station maintenance and emergency repairs, lawn maintenance, tree trimming, street patching, plowing whenever called upon, street sweeping, storm sewer repair and maintenance, street sign installation and maintenance, overland flowage area and ditch maintenance, parks maintenance activities, utility locates, equipment maintenance; meter inspections; etc.

Any duties assigned by the City Manager

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the City Manager.

SKILLS AND ABILITIES:

Knowledge of the principles and practices associated with the organization and function of municipal government and public administration.

1. Working knowledge of principles and practices of municipal government.
2. Knowledge of public works functions and other laws and requirements associated with public utilities, and public infrastructure.
3. Ability to produce accurate correspondence, reports, forms and documents.
4. Ability to operate hand tools, heavy equipment, and motor vehicles.
5. Ability to work under direction, exercising considerable discretion in execution of carrying out all public works related requirements.
6. Ability to operate a personal computer or other personal digital devices and related software of the city to carry out assigned duties and responsibilities.
7. Ability to develop and use listening skills, communicate with clarity, and maintain an attitude that conveys respect, assistance, honesty, and resourcefulness.
8. Ability to deal effectively with customer issues over the phone and in person.

9. Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities.
 10. Ability to quickly learn and use new skills and knowledge brought about by the rapidly changing information and technology.
 11. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 12. Possess good planning, organizational, problem solving, and scheduling skills.
 13. Communicates and maintains effective working relationships (both orally and written) with staff, elected officials and citizens.
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TRAINING AND EXPERIENCE:

Graduation from high school or possession of a GED; and five years' experience in public works, engineering or construction/building type experience related position, including supervisory experience in the public works/construction/building/engineering industry, or any equivalent combination of experience, education, and training which provides the knowledge and abilities necessary to perform the work. Iowa Department of Natural Resources water certifications obtained within three years of beginning the position.

Tools and Equipment Used:

1. Personal computer, including word processing, spreadsheet and database software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment.
 2. Heavy road, excavation, and construction equipment, including but not limited to backhoe, dump truck, snowplow equipment, tractors with various attachments, and front loader.
 3. Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.
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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Intermediate periods of standing, walking and sitting, bending, grasping, pushing, pulling, squatting, twisting and kneeling.
 2. Ability to lift up to 100 pounds.
 3. Frequent kneeling, crawling, crouching, lifting, pushing, pulling, reaching, handling, carrying objects, talking, hearing, near and far sight acuity.
 4. Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
 5. Ability to tolerate low to moderate noise exposure of machinery and equipment.
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OTHER NECESSARY REQUIREMENTS:

1. Pre-employment drug testing and criminal background history check
 2. Valid Iowa Driver's License
 3. Valid Iowa Commercial Driver's License, class B with airbrakes
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OTHER PREFERRED REQUIREMENTS:

1. Grade 1 Iowa Wastewater Collection Operator license (DNR)
2. Grade 2 Iowa Water Collection Operator license (DNR)
3. Grade 2 Iowa Water Treatment Operator license (DNR)