



City of Waukeee

Assistant Public Works Director - Engineering

SALARY	\$110,665.00 - \$145,627.00 Annually	LOCATION	Public Works - 805 University Avenue, Waukeee, IA
JOB TYPE	Full-Time	JOB NUMBER	2026-00042
DEPARTMENT	Public Works	DIVISION	Engineering
OPENING DATE	09/30/2026	CLOSING DATE	10/14/2026 4:00 PM Central

JOB PURPOSE

The City of Waukeee is look for an Assistant Director Public Works - Engineering to ensure that public improvements are constructed in accordance with State laws and accepted engineering standards while minimizing risk to the public as a result of these improvements and that the public's resources are managed responsibly.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Leads the Engineering Division staff through selection, orientation, training, performance management and discipline according to standard operating procedures, City policy and departmental rules and regulations.
- Develops and directs the Engineering Division policies, procedures, regulations, programs, systems, operations, goals and objectives.
- Oversees the financial aspects of the Engineering Division operations, including accounting for division revenues, approving expenditures, keeping accurate inventory and preparing annual CIP and budget request.
- Reviews plans submitted by consulting engineers and privately owned utility companies to ensure conformance with established requirements.
- Provides direction, coordination and oversight for the Capital Improvement Program (CIP), private development projects, environmental, transportation, and construction areas of Public Works involving public and private infrastructure.
- Ensures that public infrastructure and associated right-of-ways/easements are managed and maintained in accordance with State laws and current engineering standards.
- Keeps the Public Works – Engineering Division in compliance with all Federal and State safety standards and regulations.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Take action in solving problems while exhibiting judgment and a systematic approach to decision making; identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effective resolutions.
- Create positive energy in both individuals and groups to build high morale and group commitments to goals and objectives.

- Actively support all efforts to increase cooperation, communication and collaboration between and among co-workers, departments, City officials, other jurisdictions, the business community and the general public.
- Ability to effectively communicate information through clear and accurate presentations and reports, including findings and recommendations, and respond appropriately to questions from directors, staff, developers, contractors, colleagues, elected officials, and the general public.
- Create and participate in a team environment.
- React to a work environment that will change day-to-day, requiring quick departure from and reorganization of one's schedule.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in the course of performing specific job duties.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Utilize high level of conflict resolution skills with staff, community members, elected officials and all stakeholders.
- Attentive to the City's standards for safety, customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed and all staff members meet those standards while exhibiting consistent treatment of all staff.

QUALIFICATIONS

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- Bachelor's degree in civil engineering or construction engineering from an accredited college or university AND five (5) years of experience in designing, planning and directing engineering projects related to municipal public works projects; OR an equivalent combination of education and experience.
- Two (2) years of supervisory experience.
- IDOT technician certification for aggregate, PCC, soils, HMA and erosion control or the ability to obtain within one year of hire.
- American Public Works Association (APWA) certified Public Works Professional – Supervision or Certified Public Infrastructure Inspector or the ability to obtain within two years of hire.
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.
- Able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Knowledge of federal, state and local codes and regulations governing design and construction of public works projects.
- Thorough knowledge of engineering information sources and in the application of engineering methods.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Able to read plans, and observe and evaluate job sites.
- Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.
- Able to function productively in a standard office environment accessing cabinets, shelving, work areas and office equipment.
- Able to sit for long periods of time and to maintain focus on projects with a computer screen.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and the community.

WORKING CONDITIONS:

- Climate-controlled office with hazards typical of that environment.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Position requires outdoor work where heat, cold, precipitation and the results of weather and nature may be encountered.

- May be exposed to dust, noise, and moving machinery causing potentially dangerous conditions.
- Must be able to maintain standard work hours with flexibility to attend meetings, presentations and events during weekends and evenings.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within the Waukee Public Works Building.
- There is no residency requirement for this position.

Employer

City of Waukee

Address

236 W. Hickman Rd

Waukee, Iowa, 50263

Website

<https://www.waukee.org/>

