CITY OF BAXTER, IOWA
PUBLIC WORKS DIRECTOR

POSITION DESCRIPTION

Department	**Public Works**
Reports to	City Administrator/Clerk
Position	Full-time; working department head with supervisory responsibilities
Compensation	Advertised compensation range: $68,000–$77,000 annually, depending on qualifications
Schedule	Regular work schedule plus required on-call, after-hours and emergency response

TO APPLY: Submit your resume through Indeed. Search "Public Works Director – City of Baxter" in Baxter, Iowa.

Position Summary

The Public Works Director leads and works alongside City Public Works employees to maintain Baxter's streets, water distribution, wastewater, stormwater, parks, cemetery, buildings, grounds, vehicles and equipment. This is a management position with direct responsibility for assigning work, supervising personnel, planning projects, maintaining regulatory compliance, monitoring departmental spending and responding to emergencies. The Director reports to the City Administrator/Clerk, who manages day-to-day City operations under policies and budgets established by the City Council.

Essential Duties and Responsibilities

Direct, supervise, train and evaluate assigned Public Works employees; establish work schedules, priorities, safety practices and emergency coverage; participate in personnel recommendations through the City Administrator/Clerk.

Operate, inspect, maintain and coordinate repairs to the City's water distribution system, including mains, hydrants, valves, meters, sampling, reporting and response to leaks or breaks.

Operate, inspect and maintain wastewater collection, lift stations and lagoon facilities; coordinate testing, permits, required records, reporting and emergency response.

Plan and perform street, sidewalk/right-of-way, drainage and stormwater maintenance; organize snow and ice removal and respond to severe-weather events.

Oversee parks, cemetery operations and sexton duties, City buildings and grounds, vehicles, machinery, tools, inventory and preventive maintenance.

Coordinate infrastructure projects, inspections, contractors, vendors and the City Engineer; obtain quotes, monitor schedules and communicate concerns or delays promptly to the City Administrator/Clerk.

Develop and monitor Public Works budgets and capital needs; review expenditures and purchasing, understand the purpose of City funds and account coding, and work with City Hall to identify the proper fund and expense classification before purchases or invoices are processed.

Maintain accurate operational, regulatory, maintenance, purchasing and project records; communicate professionally with residents, employees, City officials and outside agencies.

Attend Council or committee meetings and provide reports and recommendations when requested.

Potential Code Enforcement Responsibilities

The Director may be assigned responsibility for administering and enforcing applicable provisions of the City Code, including property maintenance and nuisance matters, if the City does not retain an outside enforcement provider or otherwise assigns these duties. Such duties may include inspections, complaint follow-up, documentation, notices and coordination with the City Administrator/Clerk, City Attorney and other agencies. Training and procedures will be provided as appropriate.

Emergency Response and Availability

The Director is a primary point of response for urgent Public Works incidents, including water or sewer failures, severe weather, snow and ice events, equipment failures and other threats to essential City services. Response may be required at night, on weekends and holidays, and outside the normal schedule, including on short notice. The employee must be reachable and report when assigned on-call or otherwise required under the City's emergency-response procedures. Approved leave and arranged backup coverage will be coordinated with the City Administrator/Clerk; the position is not limited to ordinary business hours.

Minimum Qualifications and Required Certifications

High school diploma or equivalent; relevant municipal public works, utility, mechanical, infrastructure or supervisory experience preferred. A combination of education, training and experience will be considered.

Valid driver's license and acceptable driving record. Class B CDL preferred but not required at hire.

Iowa DNR Water Distribution Grade II and Wastewater Lagoon Grade I certifications, or ability to obtain both within six months of hire; maintain required certifications and continuing education thereafter.

Ability to complete FEMA NIMS/ICS 100, 200, 700 and 800 training after hire as directed.

Residency in Baxter preferred; otherwise, ability to meet the City's emergency-response location and availability expectations. The proposed residency standard is within 15 miles, with relocation terms to be confirmed in the employment agreement.

Skills and Abilities

Demonstrated ability to lead employees, delegate tasks, provide clear direction, resolve problems and hold staff accountable.

Practical understanding of budgets, purchasing controls and expense tracking; ability and willingness to learn municipal fund accounting and how purchases and invoices are assigned to appropriate City funds.

Sound judgment and calm, timely decision-making in emergencies; dependable response to urgent calls.

Strong communication, teamwork, public service and conflict-resolution skills.

Ability to interpret plans, maps, specifications, ordinances, operating manuals and regulatory requirements; maintain organized written and electronic records.

Mechanical aptitude, equipment-operation skills, basic computer proficiency and ability to learn City systems and required procedures.

Optional EMS and Fire Service Participation

The City encourages, but does not require, the Director to become an active member of Baxter EMS and/or the local fire department. Subject to prior City approval, the City will support the cost of applicable initial certification or required training. Approved participation and qualifications may qualify for an additional bonus or incentive in an amount and under terms established separately by the City Council. Emergency service participation must be coordinated with Public Works responsibilities and the applicable emergency service leadership.

Pre-Employment Requirements

Employment is contingent upon successful completion of a mandatory post-offer, pre-employment physical examination, including an assessment of the applicant's ability to perform the essential functions of the position, with or without reasonable accommodation.

The selected applicant must also successfully complete a mandatory pre-employment drug screening, background check, and driving-record review, in accordance with applicable law and City policy. Medical information will be maintained confidentially.

Other Duties

This description summarizes principal duties and is not exhaustive. Other duties consistent with the position may be assigned by the City Administrator/Clerk or City Council. The City may revise duties as operational needs change.