



PUBLIC WORKS DIRECTOR

JOB DESCRIPTION	
Date Open:	August 15, 2011
Closing Date:	TBD
Term:	Full Time/Permanent
Salary:	Up to \$70,000
Exam Components:	Experience and Training Oral Interview Character Investigation Medical Examination
Resumes w/Cover Letter and 3 professional references and salary history.	Send to: Public Works Director Search City of Berkeley 6140 North Hanley Road Berkeley, MO 63134

NATURE OF WORK

City of Berkeley, MO (pop. 10,063), located in North St. Louis County, immediately east of Lambert Airport, is seeking a Public Works Director. The Director supervises a Department of 23 employees included in the Streets Division, the Fleet Maintenance Division, and the Facilities Maintenance Division. This position involves directing, coordinating, and controlling all activities and personnel in the City’s Public Works Department; performs as the City Engineer overseeing planning, designing, execution, and implementation of Civil Engineering projects done by and/or for the Public Works Department. This includes overseeing projects done by outside contractors on storm sewers, streets, curbs, alleys, surveys, mapping, etc. The Department has a Budget of \$1.5 million. The Director reports directly to the City Manager.

WORK ENVIRONMENT

- Prepares design criteria, designs, analyzes, specifications, plans, investigations, cost, estimates, tabulation of contract bids, contract payment and related matters; establishes schedules, reviews work, gives suggestions; recommends the affixing of professional seal on completed plans when required by law.
- Supervises working crews engaged in construction and building maintenance work in City.
- Supervises the City’s Fleet Maintenance.
- Supervises surveying and drafting programs undertaken by the City.
- Directs the establishment, collection and maintenance of engineering records and files.
- Attends regular City Council meetings
- Serves as ex-officio member of and liaison to the Planning & Zoning Commission.
- Serves as liaison to the Fence Review Committee and the Board of Adjustment and attends related meetings, as necessary.
- Performs administrative work, prepares required reports, and prepares the Department Budget.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Performs related work, as necessary, and/or as assigned by the City Manager.

MINIMUM QUALIFICATIONS

Prefer a Master’s Degree in Engineering or Public Administration and a Bachelors Degree in Civil Engineering. Extensive experience in public works administration, including 5 years supervisory, field, office, and engineering experience (preferably with a city or county government) may be substituted. This position requires Missouri PE registration or equivalent from another state and a valid driver license.