

City of St. Maries Job Opportunity: City Public Works Director

Location: St. Maries, Idaho

Department: Public Works

Employment Type: Full-Time

Position Overview

The City of St. Maries is seeking a highly skilled and motivated individual to join our team as a **Public Works Director**. This position is responsible for overseeing the planning, operation, and maintenance of the city's public infrastructure, including streets, parks, cemetery, and water (treatment and distribution) and sewer (collection and treatment) systems. The Public Works Director will manage a small but dedicated team of public works employees and will play a key role in the city's strategic growth and development. The Public Works Director received general direction from the Mayor and City Council.

Key Responsibilities

- Direct and oversee the operations of the Public Works Department, including the maintenance and repair of city streets, water distribution systems, stormwater management, parks, the pool, and other public infrastructure.
- Develop and implement long-term plans for public works projects, including budgeting, scheduling, and project management.
- Manage department staff, including hiring, training, scheduling, and performance evaluations.
- Conducts regular safety meetings, updates safety records, completes accident reports and investigates accidents.
- Ensure compliance with all local, state, and federal regulations related to public works and environmental standards.
- Collaborate with other city departments, elected officials, and the public to address community needs and concerns.
- Prepare and present reports to the City Council, providing updates on ongoing projects, financial matters, and departmental needs.
- Develop and manage the public works budget, ensuring efficient use of resources.
- Manage recordkeeping, purchasing, and budget for the department.
- Oversee procurement and contract management for public works projects and services.
- Respond to emergency situations, such as water/sewer leaks or other disasters, to ensure the safety and well-being of the community.
- Performs other related work as needed.

Working Conditions

- **Office Environment:** The Public Works Director will work from the City Hall office but will frequently visit job sites, including active construction areas and infrastructure maintenance locations.
- **Physical Requirements:** The role may require occasional physical labor, such as inspecting projects in the field, walking over uneven terrain, and climbing ladders or stairs. The position may involve heavy lifting.

- **Outdoor Work:** The Public Works Director must be prepared to work outdoors in all weather conditions during site visits, emergency response situations, or project inspections.
- **Emergency Response:** The Public Works Director must be available to respond to emergencies, such as natural disasters, severe weather events, and system failures, which may require work outside of normal business hours, including nights, weekends, and holidays.
- **Work Schedule:** Standard work hours are 7:00 a.m. to 3:30 p.m., Monday through Friday; however, flexibility is required to accommodate project timelines, emergencies, and public meetings.
- **Travel:** Occasional local travel within the city and to nearby regions for training, conferences, and meetings may be required.
- **Stress Management:** The role requires the ability to manage high-stress situations, particularly during emergencies, tight project deadlines, or community concerns regarding public works services.

Knowledge, Skills and Abilities

- **Knowledge of:**
 - Public works operations, including streets, water, wastewater, and stormwater systems, and solid waste management.
 - Local, state, and federal laws, regulations, and standards related to public works and environmental compliance.
 - Budgeting, financial management, and cost control techniques, especially in the context of municipal government.
 - Project management principles, including planning, scheduling, and coordination of multiple projects.
- **Skills in:**
 - Strong leadership, management, and team-building skills to supervise, motivate, and develop a diverse public works team.
 - Effective oral and written communication skills to interact with city officials, staff, contractors, and the public.
 - Budget preparation and financial management skills.
 - Conflict resolution and negotiation skills, particularly when addressing public concerns or issues with contractors.
 - Time management and organizational skills to handle multiple tasks and prioritize effectively.
 - Technical skills related to public works systems and infrastructure.
- **Ability to:**
 - Make sound decisions quickly and effectively in high-pressure situations, such as emergencies and system failures.
 - Analyze and solve complex problems related to public works operations, including infrastructure planning, maintenance, and emergency response.
 - Work independently, as well as part of a collaborative team environment, to achieve goals and objectives.
 - Prepare detailed reports, presentations, and other documentation for city officials and the public.

- Communicate clearly and persuasively with elected officials, city staff, contractors, and the general public.
- Work outside in various weather conditions and navigate construction or maintenance sites safely.

Qualifications

- Bachelor's degree in civil engineering, public administration, or a related field – **preferred**
- At least 5 years of experience in a leadership or management role.
- Strong knowledge of public works operations, including street maintenance, water, and sewer systems.
- Experience with budget preparation, contract management, and project management – **preferred.**
- Ability to lead and motivate a diverse team of employees and to foster a collaborative work environment.
- Excellent communication and interpersonal skills, with the ability to interact effectively with elected officials, staff, contractors, and the public.
- Strong problem solving skills and the ability to make decisions under pressure.
- Valid driver's license, with the ability to obtain a CDL within 6 months.

Compensation and Benefits

- Competitive salary based on education and experience
- Health, dental, and vision insurance
- PERSI Retirement Plan
- 401(k) Plan
- Vacation
- Sick Leave
- Paid Holidays
- HRA Veba Employer Contribution

Application Process

To apply, please submit a job application form, resume, cover letter, and references to jkinzer@cityofstmaries.org by April 18, 2025. The City of St. Maries is an equal opportunity employer and encourages applications from all qualified individuals.

We look forward to hearing from you!