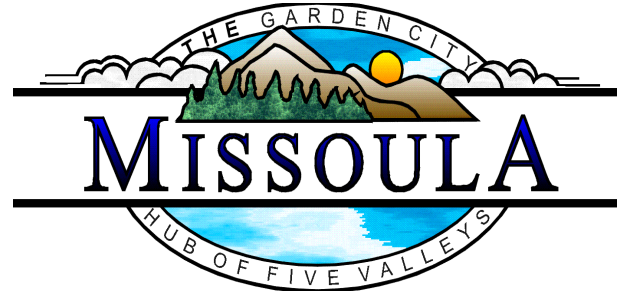


**CITY OF MISSOULA  
POSITION VACANCY NOTICE  
PUBLIC WORKS DIRECTOR**



**SALARY:** \$107,222 - \$129,720

**CLOSING DATE:** November 16, 2018

**DEPARTMENT:** Public Works

**ACCOUNTABLE TO:** Chief Administrative Officer

**STATUS:** Regular, full-time, non-union

**Primary Objective of Position:** Under general direction, oversees and administers wastewater collection and treatment, water distribution, storm water management, street maintenance, and traffic and communication services functions for the City of Missoula.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in an office setting where hazards and discomforts are controlled and modifiable. Duties require substantial contact with, and the ability to make presentations to City Council, elected officials, boards, commissions, and citizen groups.

**Tasks:**

Direct and manage the overall activities of the Public Works Department, including wastewater collection and treatment, water distribution, traffic and communication services, street maintenance and construction, and storm water management; develop rules, regulations, policies and procedures to advance the Department's mission, goals and objectives.

Determine levels of staff, equipment, and other resources needed to effectively provide public works services to City residents, businesses, and visitors; develop and implement the Department's annual operating and capital budget; approve recommendations regarding the appointment, promotion, suspension, and dismissal of Department employees; oversee the handling of disciplinary actions.

Develop and coordinate the strategic planning for the Department, including participation in the City's overall strategic planning; oversee the planning and development of capital improvement projects for all city operations; evaluate current and future infrastructure needs.

Develop and manage the City's Wastewater Facility Plan, Water Facility Plan, Storm Water Management Plan, and Annual Street Maintenance Plan; cooperate with other city departments and committees to implement the community's Non-motorized Transportation Plan; serve on the City's Policy Advisory Team and Administrative Leadership Team.

Represent the Missoula Public Works Department in meetings with City officials, businesses, schools, civic organizations, and other agencies and jurisdictions to discuss department functions, coordinate joint activities and programs, and identify and facilitate the resolution of issues; prepare and direct the preparation of a variety of reports for the City Council, Chief Administrative Officer, Mayor, and other interested parties.

**Knowledge, Skills and Other Characteristics:**

Knowledge of pertinent Federal, State, and local codes and regulations;

Knowledge of general public administration principles and practices, including public budgeting, strategic planning, program evaluation and development, public relations, risk management, employee training and supervision;  
Knowledge of water and wastewater facilities planning, motorized and non-motorized transportation planning, and subdivision standards and regulations;  
Knowledge of the Americans with Disabilities Act;  
Knowledge of advanced principles of municipal engineering;  
Knowledge of construction project management;  
Knowledge of capital facilities planning and financing;  
Knowledge of principles and techniques used in emergency management;  
Knowledge of safety related rules, laws, policies, procedures, and techniques;  
Skill in managing the day-to-day operations of a public works department;  
Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines;  
Skill in supervising, managing, and motivating employees;  
Skill in developing and evaluating infrastructure needs and capital improvement plans;  
Skill in negotiating and communicating, in person and in writing;  
Skill in establishing and maintaining effective relationships with elected officials, other governmental jurisdictions, local businesses, schools, community service organizations, city employees, and citizens.

### **Qualifications:**

A bachelor's degree in civil engineering or related field and ten years public works experience, five years of which included management level work. A master's degree in civil engineering, public administration, business administration, or related field preferred. Possession of, or ability to obtain a Professional Engineering License from the State of Montana is preferred but not required. Must reside in Missoula city limits.

### **Application Instructions:**

Send cover letter, resume and three professional references to:

**Laurie Pfaus**  
**CITY OF MISSOULA HUMAN RESOURCES DEPARTMENT**  
**435 RYMAN STREET (2ND FLOOR OF CITY HALL)**  
**MISSOULA, MT 59802**  
**PHONE: (406) 552-6130**  
**FAX: (406) 327-2151**

OFFICE HOURS: MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

APPLICANTS WHO NEED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS MUST MAKE SUCH A REQUEST IN WRITING. THE CITY OF MISSOULA WILL CONSIDER ANY REASONABLE ACCOMMODATION. THE CITY OF MISSOULA IS AN EEO/AA EMPLOYER. VETERANS, WOMEN, PERSONS OF COLOR, MEMBERS OF THE LGBTQ COMMUNITY, AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.

**APPLICATIONS MUST BE RECEIVED BEFORE 5:00 p.m.,  
NOVEMBER 16, 2018**