



JOB DESCRIPTION

Position:	Director of Public Works
Department:	Public Works
Supervisor:	City Manager
FLSA Status:	Exempt
Bargaining Unit:	Not Represented
Hours:	Generally, Monday – Friday, 8:00 a.m. – 5:00 p.m.

The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodation for otherwise qualified individuals with disabilities.

Summary of Position:

The Director of Public Works serves as the executive leader responsible for the planning, administration, oversight, and improvement of the Public Works Department. The position oversees the divisions of Streets, Water, Wastewater, and Stormwater, ensuring the delivery of safe, reliable, efficient, and cost-effective public infrastructure and utility services. The Director develops long-range capital improvement strategies, manages departmental budgets, ensures regulatory compliance, and provides leadership to departmental staff while advancing the community's strategic goals. This includes coordinating assigned activities with other City departments and outside agencies and providing highly responsible and complex support for the City of Belgrade.

Job Description/ Essential Duties:

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

- Direct, plan, organize, and oversee all Public Works Department operations and personnel. Develop departmental goals, policies, procedures, and performance measures.
- Prepare and monitor annual budgets for all divisions in Public Works including preparing workload forecasts and providing progress reports.
- Control costs throughout the fiscal year to remain within budget projections.
- Review and inspect all improvements occurring within the public right-of-way.
- Perform reviews of land development and improvement projects.
- Assist in preparing design criteria for roadways, sign systems, sewers, water mains and other related public works and city infrastructure projects, cost estimates for public works projects, utility improvements and project schedules.
- Manage, maintain, and refine the permitting process for construction and repair of required

Revision History:

Revision #:	Revision Date:
5	06/2026
4	11 2024
3	07 2024
2	12 2023
1	10 2023
0	03 2015

street, water main, storm water and sanitary sewer improvements within the public right-of-way. Major phases in the process include Pre-application, Review and Corrections, Permit and Bond Preparation, Pre-construction, Construction, and Inspections; and Project Completion.

Streets Division:

- Direct the maintenance, repair, construction, and operation of streets, alleys, sidewalks, signage, pavement markings, and related infrastructure.
- Develop pavement management and transportation improvement programs.
- Oversee snow and ice control operations, street sweeping, and right-of-way maintenance.
- Ensure compliance with applicable transportation and roadway safety standards.

Water Division:

- Ensure compliance with all federal, state, and local drinking water regulations.
- Develop water system capital improvement and asset management plans.
- Monitor water quality, system performance, and infrastructure reliability.

Wastewater Division:

- Direct wastewater collection, treatment, and disposal operations.
- Ensure compliance with discharge permits and environmental regulations.
- Oversee maintenance and rehabilitation of collection systems, lift stations, and treatment facilities.
- Develop strategies for system capacity, reliability, and regulatory compliance.

Stormwater Division:

- Manage stormwater collection, drainage, flood control, and stormwater quality programs.
- Ensure compliance with applicable stormwater permits and environmental regulations.
- Oversee maintenance and improvement of stormwater infrastructure.
- Develop and implement programs to reduce flooding risks and protect water quality.
- Work under limited supervision, independently resolving most routine problems but informing city management of unusual or controversial problems.
- Coordinate contracts, designs and new construction with developers and City contractors.
- Recommend purchases for new and replacement equipment.
- Research, write, and administer grants for city improvement processes.
- Coordinate departmental activities with other departments, governmental agencies, contractors, consultants, and community stakeholders.
- Serve as the in-house consultant on matters involving infrastructure guidance and related City services, including preparing presentations for City Council and others as necessary.
- Maintain public contact, including receiving and answering citizen complaints or questions regarding various aspects of public services, including coordinating public service announcements regarding upcoming major infrastructure construction projects and other related public information.
- Perform other related duties as assigned or required.

Personnel Management:

- Develop training options and improvement plans to ensure exemplary operations in the department.
- Evaluate job performance of employees to ensure effectiveness.
- Recruit, train and supervise personnel and make sound recommendations related to personnel placement, transfer, retention and dismissal.

- Perform supervision and personnel related functions that include hiring, discipline, evaluation of performance and other related personnel matters.
- Attend professional growth activities to keep abreast of innovations in the department.

Essential Knowledge, Skills and Abilities Related to this Position:

The successful candidate will possess:

- Extensive knowledge of current practices, principles, and operations of public works, and public administration.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of principles and practices of budget preparation and administration.
- Knowledge of the principles of supervision, training, and performance evaluation.
- Ability to maintain confidentiality.
- Possess active listening skills.
- Ability to provide administrative and professional leadership and direction for the Public Works Department.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.
- Ability to plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel and to delegate authority and responsibility.
- Successful ability to select, supervise, train, and evaluate staff.
- Ability to identify and respond to community, city management and City Council issues, concerns, and needs.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to prepare and administer large and complex budgets and allocate limited resources in a cost-effective manner.
- Ability to understand reading materials and verbal instructions that require complex interpretation.
- Ability to act quickly and calmly in emergencies.
- Ability to perform mathematical calculations ranging from simple to sometimes complex.
- Strong computer skills including Microsoft Office Suite (Excel and Word) and the ability to learn and utilize various software and databases.
- Ability to write and present clear and concise administrative reports.
- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations as they relate to the position.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Supervision Received:

Works under the general supervision of the City Manager or as assigned.

Supervision Exercised:

Provides direct and indirect supervision to all employees in the Public Works Department (Water, Wastewater, Streets and Stormwater.)

Minimum Required Qualifications (Education, Experience and Training):

- Bachelor's degree in public administration, engineering, construction management or a closely related field; and
- At least seven (7) years progressively responsible experience relating to construction, maintenance, and repair of public works systems and operations; and
- A minimum of three (3) years successful supervisory experience; or
- Any equivalent combination of knowledge, skills, and abilities necessary to perform the work may be considered.

Preferred Qualifications:

- Successful management and leadership experience working in a city, county, or state government.
- Master's degree in public administration, engineering, or a related field.
- Experience managing municipal water, wastewater, stormwater, and transportation systems.
- Knowledge of engineering techniques as applied to municipal practices.
- Registration as a Professional Engineer (P.E.) in the State of Montana is preferred, but not required

Special Requirements/Licenses or Certificates:

- License as Water and Wastewater Operator must be obtained within one year of hire (the City will assist with this process.)
- Must possess a valid driver's license and have the ability to obtain a Montana driver's license within 60 days of employment.
- Offers of employment are conditional upon satisfactory completion of a pre-employment background check, reference checks, and driving record check.

Tools and Equipment Used:

- Operates modern office machines and equipment, including personal computers, printers, copiers, scanners, telephone system and calculators. Must be able to routinely use a full range of software applications, including word processing, spreadsheets, and a variety of standard or customized software applications appropriate to assigned tasks.
- Knowledge of the use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

Working Conditions and Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The noise level in the work environment is quiet while in office environment and moderate to loud in external environment.

- Requires regular and punctual attendance and reports to work fit for duty.
- Duties require extended periods of walking, standing, talking, or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and manual dexterity to handle office related machines and tools.
- Duties require occasional climbing or balancing, lifting/carrying items, pulling/pushing items, stooping, kneeling, crouching, crawling, or smelling.
- Hazards are minor and controllable but can include cramped quarters, human error, angry/hostile humans, or exposure to a variety of outdoor weather conditions.
- Ability to perform body movements applicable to records management in an office environment.
- Possession of hand/eye coordination adequate to operate a computer and calculator.
- Have the ability to talk and hear in person and by telephone; see and read instructions, spreadsheets, reference materials, and computer reports.
- While performing the duties of this job, the employee is regularly required to have manual dexterity to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds occasionally.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- Employee may be required to wear facial respirators and will be required to comply with safety requirements, which may include the removal of long beards, facial hair, piercings, and jewelry.

Behavioral Expectations:

- Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
- Employee works through adversity in a productive and positive manner.
- Employee shows nonjudgmental respect for all other's perspectives.
- Employee appreciates the uniqueness, commonalities, and value of others.
- Employee maintains an appropriate level of transparency in their work and interactions with others.
- Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
- Employee does not hinder, obstruct, or interfere with the work of other employees.
- Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
- Employee does not abuse the use of materials, time, equipment, or property of the City.
- Employee's performance does not fall below average in quantity or quality in relation to the requirements of the job.

Additional behavioral expectations for Supervisory staff:

- Supervisor manages all subordinates fairly and consistently and without favoritism or prejudice.

- Supervisor works as a neutral party to mediate difficult employee relations and/or gets HR involved when necessary.
- Supervisor exhibits behaviors that are consistent with the City’s core values.
- Supervisor listens actively and empathetically to the views of all staff and the public.
- Supervisor responds to all reports of unethical behavior or conflicts of interest and gets HR involved when necessary.

Safety Related Duties:

- Follow the City’s and department’s work practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.

The job description is an overview of the duties, responsibilities and requirements of the position and are not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. The job description represents typical elements and criteria considered necessary to perform the job successfully, with or without reasonable accommodation. Employees may be required to perform other job-related assignments as requested. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions, duties of the position, and expectations set forth in the job description for this position.

Employee _____ Date _____