



City of Northwoods

SHARON PACE
MAYOR
CYNTHIA DIXON
CITY ADMINISTRATOR

4600 OAKRIDGE BLVD. • NORTHWOODS, MISSOURI 63121
TELEPHONE: (314) 385-8000, FAX (314) 385-8144

JOB DESCRIPTION

JOB TITLE: Public Works Supervisor

DEPARTMENT: Public Works-Dept. 13

FLSA: Permanent, exempt

SCHEDULE: Full-time, M-F, 7:30-4:00 p.m., as needed

REPORTING SUPERVISOR: City Administrator

SALARY: Job Minimum: \$ _____ hour \$ _____ year
Job Maximum: \$ _____ hour \$ _____ year
Applicant/Employee Starting Salary: \$ _____

JOB FUNCTION:

To direct the Public Works Department including, Street and Parks Maintenance. Lead on maintenance and minor construction work including street repair, vegetation removal, creek waterway distribution system maintenance, tree/limb collection. Installation and equipment set up around city complex. Overall maintenance of all systems around the government complex, park grounds, municipal streets and city easements. Lastly, other related work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be mentally and physically able to perform all the herein listed duties and any other work as assigned or deemed necessary by the Mayor and City Administrator.

- Plans, directs and inspects the repair and maintenance of streets, sidewalks, easements, curbing and gutters
- Directs street cleaning, traffic signing and striping
- Directly supervises staff and indirectly all employees assigned to the Public Works Department
- Coordinates the hiring of seasonal or job training contracted workers for the Public Works Department
- Checks the maintenance of hazardous storm drainage systems (MSD)
- Supervises the major maintenance and repair of equipment and facilities in the department
- Monitors fuel usage and vehicle repair logs within the department
- Oversees repair and cold patching of streets, sidewalks and curbing and gutters
- Oversees park cleaning, signing and vegetation removal
- Plans creek/water/wastewater & park and street system maintenance with utility companies.
- Plans and directs the installation and repair of water meters, fire hydrants with the Fire District
- Support and is a member of the MIRMA safety committee
- Resolves complaints from the public concerning field operations of the Public Works Department
- Maintains records of purchases within the public works department
- Maintains records concerning public works projects and prepares reports
- Plans, directs and provides technical and safety training for personnel
- Encourages employees to perform and adhere to the Northwoods Code of Conduct
- Prepares and recommends departmental budget requests, goals, objectives, and policies
- Supervises and assigns the work of subordinate personnel
- Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE) required

- Responsible for carrying out the mission of the City and the department and adherence to the City's and Department's organization values
- Develop and maintains positive public relations with emphasis on residential customer service
- Performs other duties and assumes other responsibilities as apparent or delegated
- Responsible for submitting written and oral reports to the Mayor/Board of Aldermen/City Administrator
- Responsible for submitting reports to regulatory agencies as required
- Attend Board of Aldermen meetings and other committee meetings as required
- Plan and manage appropriate departmental budgets, maintain control and accountability for expenditures
- Responsible for bids and purchase of equipment, supplies and services relating to public works
- Inspect for city needs within the public right-of-ways and easements
- Supervises and inspects work performed by volunteers, contracted service works performing work for the City of Northwoods in the public works department
- Conducts performance evaluation of public works employees, interview employment candidates and recommends hiring and disciplinary actions
- The Public Works Supervisor is a working lead person, and is expected to work with employees in the performance of their duties
- The Public Works Supervisor will be required to answer after hours call, and respond to emergencies
- Housing lien program maintenance
- Perform any special assignments as needed/requested by the Administration
- Investigate and report any potential fraud, abuse or unethical misconduct immediately, per policy guidelines

MINIMUM ABILITIES REQUIRED TO OBTAIN AND RETAIN POSITION:

High School diploma or equivalency, Missouri Class E License is required. Two years of increasingly responsible public works experience and training including at least one year of supervisory responsibility is preferred. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties is also acceptable. College background is a plus. Ability to memorize and retain information and make decisions under pressure in areas of responsibility and job description. Possess manual dexterity utilize various tools, equipment, vehicles/trucks. Must hold a valid Missouri Driver's License. Must have own transportation with valid insurance. Must pass a back ground, drug test and medical physical including back x-rays (prior to employment commencement). Sight and hearing capable. Must be responsible, dependable; and held wholly responsible for the position due to minimal staffing in the department's work force.

SKILLS AND KNOWLEDGE:

- **Must have ability to follow oral and/or written instruction and must be able to perform effectively as a member of Public Works and Supervisor of the team.**
- Written and verbal communication skills in residential customer service
- The ability to compose and prepare effective correspondence and to communicate effectively, orally and in writing, is also a requirement for the position
- Principles and practices of the operation and maintenance of public facilities including buildings, streets, storm drains and greenspaces
- Principles and practices of the operation and maintenance of public facilities including buildings, streets, storm drains and wastewater treatment plant
- Principles and practices of leadership, motivation, team building and conflict resolution
- Principles and practices of supervision, training and personnel management
- Principles and practices of budget preparation and administration

- Principles and practices of work safety relevant to occupational hazards maintenance techniques, traffic control and construction methods
- Office procedures, methods and computer equipment and uses
- Pertinent Local, State and Federal rules, regulations and laws
- work safety principles relevant to occupational hazards maintenance techniques, traffic control and environmental methods
- Analyze problems and identify alternative solutions
- Project consequences of proposed actions
- Ability to organize and direct operations of the City's Public Works Department
- Analyze problems and identify alternative solutions
- Project consequences of proposed actions and implement recommendations to support goals
- Gain cooperation through discussion and persuasion
- Interpret and apply City and Public Works Department policies, procedures, rules and regulations
- Prepare administer budgets
- Supervise, train and evaluate assigned staff
- Establish and maintain effective working relationship with those contacted in the course of work
- Communicate clearly and concisely both orally and in writing
- Know how to safely secure effects while out in the community
- Interpret and apply Public Works Department policies, procedures, rules and regulations
- Operate equipment (i.e. Backhoe, tractor, zero turn mowers and light/heavy duty trucks, etc.)
- Ability to lift 30 lbs. on a routine basis
- Ability to reach heights up to 8-10 feet by climbing ladders or equipment, and to bend or kneel to reach materials or debris on lower levels or the ground
- Be able to conduct job duties on a daily, weekly, and seasonal bases

WORK CONDITIONS:

The work environment consists of exposure to the elements and physical conditions typical of an outdoor work environment. The noise level in the work environment is considered moderate to loud. Work environment may have the natural lighting of day or the dark of night. Limited travel may be required.

AUTHORIZATION:

I certify that I have reviewed this job description. I acknowledge that these are the duties that I am responsible for and it accurately reflects my abilities to perform said duties.

Acknowledged: _____
Applicant/Employee

Acknowledged: _____
Supervisor

Date: _____



City of Northwoods

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TELEPHONE: (314) 385-8000, FAX (314) 385-8144

JOB DESCRIPTION

JOB TITLE: City Clerk

DEPARTMENT: Admin. Executive-General (Dept 10)

FLSA: Permanent, Exempt

SCHEDULE: Full Time, M-F 8:30 a.m.-5:00 p.m., as needed

REPORTING SUPERVISOR: City Administrator

SALARY: Starting: _____ per hour

Job Minimum: \$18.00 hour \$____ year

Job Maximum: \$22.50 hour \$____ Year

JOB FUNCTION

To perform a variety of office and administrative functions in connection with the "Office of City Clerk" as stated in Section 79.320 RSMo. (Revised Missouri State Statute) and the Northwoods Code of Ordinances. To serve as the Administrative Assistant to the Mayor and assist the Administration as a part of the City Hall Team. To help with several routine secretarial duties under the guidance of and supervisor of the City Administrator.

STATUTORY DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- A. The Board of Aldermen shall elect a Clerk for such Board, to be know as the "City Clerk," and said City Clerk shall be so elected for a (2) year term or until his/her successor shall be appointed. Said Clerk shall be a qualified voter under the laws and Constitution of this State.
- B. The duties of the City Clerk shall be to keep a journal of the proceedings of the Board of Aldermen, to safely and properly keep all the records and papers belonging to the City which may be entrusted to his/her care; he/she shall be the general accountant of the City; he/she shall have custody of the City Seal; the City Clerk shall countersign all commissions and other official documents which the Mayor is required to issue, and the City Clerk shall keep a register thereof in which the substance of such documents shall be noted; the City Clerk is hereby empowered to administer official oaths and oaths to persons certifying to demands or claims against the City. The City Clerk Reports to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be mentally and physically able to perform all the herein listed duties and any other work as deemed necessary by the Mayor and the City Administrator.

- Ability to obtain a thorough knowledge of municipal government, policies, and procedures
- Prepare and maintain manual/computer files, statements, and City records
- Apply local, state, and federal laws to municipal government practices for compliance
- Make independent decision, demonstrate sound judgment, and exercise initiative
- Possess excellent human relations skills with officials, co-workers, and the public
- Understand Missouri Records Retention requirements, records management and organizational skills

FREQUENCY OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Bi-Weekly** **Keep a journal and minutes of the proceedings of the Board of Aldermen**
- **Daily** **Properly keep all the records belonging to the City which are entrusted to his/her care**
- **Daily** **Be the General Accountant and Finance Officer of the City**
- **On-going** **Countersign all commissions, contracts and documents that the Mayor issues**
- **On-going** **Administer official oaths of office to officials, employees and others**
- **On-going** **Certify claims for and against the City, as needed**
- **On-going** **Prepare notices and attend all meetings of the Mayor and Board of Aldermen**
- **Daily** **Serve as Administrative Assistant to the Mayor and Board of Aldermen**
- **Daily** **Receive and distribute communications directed to the Mayor and Board of Aldermen**
- **On-going** **Prepare agendas, information, and packets for the Board and Committees as needed**
- **On-going** **Assistance and Advisement to the City Attorney as needed**
- **On-going** **Assist independent and State Auditors with yearly, periodic audits**
- **Occasionally** **Schedule appointments and make arrangements for the Mayor, Board of Aldermen and Officials as needed**
- **Occasionally** **Make travel arrangements for the Mayor, Board of Aldermen and Officials as needed**
- **On-going** **Work with the City Administrator in preparation of City business and Finances**
- **On-going** **Provide administrative support to the City Administrator as necessary**
- **On-going** **Administer employee benefits of the City including health, dental, life, Liability, property, workman's compensation, AFLAC, VOYA, and other employee retirement plans**
- **On-going** **Serve as Safety Coordinator and Liaison for the City's Liability Insurance Provider**
- **On-going** **Serve as DARE member for Police Department/public Works Safety review**
- **On-going** **Supervise part time City Hall employees and assist in the supervision of the Assistant City Clerk**

Postings

- As needed Train new employees, if needed
- As needed Attend various meeting and seminars as requested by the Mayor or City Administrator
- As Needed Publish required public hearing notices (elections, bids, budgets, CDBG Funds, etc.
- As needed Perform any special assignments as assigned and/or necessary

MINIMUM ABILITIES REQUIRED TO OBTAIN AND RETAIN JOB POSITION

Sight and hearing capable. Possess manual dexterity to get to and from designated office workstation(s), including up and down stairs. The employee must be able to occasionally lift and/or move up to (30) pounds, to reach heights up to (8) feet. Ability to memorize and retain information and make decisions under pressure in areas of responsibility and job description. Must learn computer applications related to finance, housing, parcel designation, deed recording, etc. Ability to prepare grammatically clear and accurate reports and minutes. Must possess a valid Missouri driver's license and current insurance. Must be responsible, dependable; and held wholly responsible for the position due to minimal staffing in the department. Must successfully complete background check. Reasonable accommodations may be mad to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

An associate's degree and/or considerable experience at the executive level in municipal government is preferred. Previous experience as a City Clerk is ideal and City Clerk certification is desirable. An understanding of the basic functions of governmental finance including experience or knowledge of QuickBooks accounting software and Microsoft Suite is desired. The ability to compose and prepare effective correspondence, orally and in writing, is also a requirement for the position.

WORK CONDITIONS

The work environment consists of exposure to physical conditions typical of a normal office environment. The noise level in the work environment is usually quiet. Work environment may not have natural lighting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Limited travel may be required.

AUTHORIZATION

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Acknowledged: _____ Acknowledged: _____

- **On-going** Assist in maintaining paperwork for seasonal, part time Public Works Staff
- **Annually** Prepare and coordinate the codifying of ordinance adopted by the Board of Aldermen
- **Periodically** Maintain the Municipal Code Books and Code of Ordinance website (e360)
- **On-going** Report Board actions, requests, directive back to City Hall and Public Works staff
- **Annually** Certify candidates/propositions for the municipal general elections
- **Occasionally** Work with front office staff in preparing information and assembling Packets
- **Occasionally** Provide customer services in the absence of front office staff
- **On-going** Attend formal bid openings, record results and secure related bid bonds
- **Daily** Maintain regular contact with the Mayor, Board of Aldermen and other Executive staff
- **On-going** Assist in the preparation and manage the City's fiscal budget including Periodic amendments
- **On-going** Reconcile monthly bank accounts and investment accounts for the City in the absence of the Treasurer
- **On-going** Manage accounts payable functions including processing invoices and Checks
- **On-going** Verify and record cash receipts and record into the accounting software in the absence of the Treasurer
- **Annually** Prepare tax levy and debt service calculations
- **Annually** Assist in the preparation and updating of the accounting manual and policies in accordance with GASB compliance
- **On-going** Prepare monthly finance reports including bill statements and profits v. loss reports
- **On-going** Prepare monthly City Collector's Report and the City Clerk's Occupancy/Housing report
- **On-going** Assist in the preparation of the semi-annual fund balance report and bi-annual revenue and expense report
- **On-going** Verify and record journal entries for the City's payroll into accounting software¹
- **On-going** Oversee and distribute petty cash funds for City Hall, Police Department, and Public Works
- **On-going** Prepare contracts, agreements, liability waivers, and certificates of Insurance
- **On-going** Serve as liaison to other government agencies
- **On-going** Issue and keep distribution records of purchase orders
- **As needed** Prepare and administer payroll in the absence of the Assistant City Clerk
- **As needed** Publically advertise for employment, public bids and other required

Postings

- **As needed** Train new employees, if needed
- **As needed** Attend various meeting and seminars as requested by the Mayor or City Administrator
- **As Needed** Publish required public hearing notices (elections, bids, budgets, CDBG Funds, etc.
- **As needed** Perform any special assignments as assigned and/or necessary

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Employee

Supervisor

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