



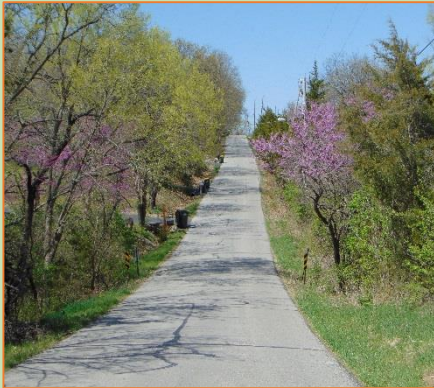
# Director of Public Works Edwardsville, Kansas



The City of Edwardsville, KS is located in western Wyandotte County in the heart of the Kansas City metropolitan area. The City is home to numerous regional and national distribution centers including Earp Distribution (McDonalds), Office Max, Fastenal and MWI Veterinary Supply as well as the largest FedEx Freight hub in the US. Soon the City will be home to the 241-room Hard Rock Hotel and Conference Center.

## ***The Position***

The Public Works Director is a key member of the management team and reports directly to the City Manager. The Director will manage the overall operations of the Public Works Department including Streets, Parks, Storm Water, Sewer and Code Enforcement and provides administrative support to City Management through the implementing of departmental and city-wide goals and objectives.



### **Typical Duties & Responsibilities:**

- Responsible for all Public Works Department services and activities including code enforcement, street, storm water, parks maintenance and sewer collection operations.
- Manage the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned

service area; establish appropriate service and staffing levels according to City policy; allocate resources accordingly.

- Coordinate department activities with those of other departments and outside agencies and organizations; provide professional staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
- Develop and administer the Public Works Department budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Prepare bid specifications and evaluate responses; stay abreast of new trends and innovations in the field of public works operations.
- Determine need for new equipment and facilities, major repairs and rebuilding projects.
- Administer construction, purchase and service contracts.
- Confer with and advise administrative staff on issues related to the design and construction of public works systems and the interpretation and enforcement of construction specifications.
- Communicate with residents, stakeholders and others about current and upcoming projects.
- Field Operations including snow removal as needed.

## Challenges and Opportunities

The new Public Works Director will focus on the following challenges and opportunities:

- Update roadway asset management system and prepare 5 year roadway capital plan.
- Develop and implement storm water impact fee program.
- Prepare sanitary sewer inventory and long-range maintenance program.
- Incorporate grounds and maintenance program into Public Works including cemetery maintenance and operations.
- Serve as a key member of development review team.



## Experience and Education

Candidates should have at least 5 years of municipal or related public works experience including at least 2 years of supervisor experience. Public works knowledge should include roadway and right-of-way construction and maintenance, storm water and sanitary sewer systems. Knowledge of building and grounds maintenance is a plus. The candidate should have a bachelor's degree in engineering, construction management, public administration or related field. Experience may be considered in lieu of degree.

## Compensation and Benefits

Edwardsville offers a competitive salary and benefit package with an expected starting salary in the mid 70's to low 80's depending on qualifications and experience. Additional compensation may be considered for P.E. candidates. The City provides a complete benefits package including health, dental, vision, and life, paid vacation and sick leave and participation in KPERS. The City also offers a voluntary 457 plan through ICMA-RC.

# To Apply

Qualified applicants are encouraged to apply by sending a cover letter and resume including references to:

Michael Webb

City Manager

[citymanager@edwardsvilleks.org](mailto:citymanager@edwardsvilleks.org)

[www.edwardsvilleks.org](http://www.edwardsvilleks.org)

The position is opened until filled.



The City is an Equal Opportunity Employer