**Job Posting: Director of Public Works**

**City of Desloge**

**Position:** Director of Public Works
**Department:** Public Works
**Classification:** Exempt
**Supervisor:** City Administrator

**About the Position**

The City of Desloge is seeking a highly qualified and dedicated individual to serve as the **Director of Public Works**. This role is responsible for managing and overseeing the City’s Public Works Department, including water supply, storm drainage, solid waste and streets. The Director will ensure the efficient and effective use of resources while maintaining compliance with city policies and regulations.

This position offers an excellent opportunity to lead a team of skilled professionals and make a significant impact on the community. The starting salary for this position is **$56,500.00**, with potential for negotiation based on the candidate's qualifications and experience.

**Key Responsibilities**

* **General Administration**: Prepare reports, ensure compliance with city ordinances and external regulations, act as City Engineer, and oversee engineering reviews.
* **Personnel Management**: Provide leadership, assign tasks, supervise staff, conduct evaluations, and ensure adherence to safety standards.
* **Financial Management**: Develop and monitor budgets, administer grants, and recommend programs or equipment for operational efficiency.
* **Planning**: Create and update strategic plans, analyze infrastructure needs, and implement appropriate initiatives.
* **Public Relations**: Foster a positive public image through communication, community engagement, and timely response to inquiries.

**Minimum Qualifications**

* **Education**:
	+ Bachelor’s degree in engineering, public administration, business administration, or a related field.
	+ Equivalent combinations of education, experience, and training may be considered.
* **Experience**:
	+ At least five (5) years of progressively responsible experience in municipal or public works roles.
	+ Strong knowledge of administration, supervision, and training principles.
* **Skills**:
	+ Effective communication, both oral and written.
	+ Ability to plan, evaluate, and lead teams.
	+ Proficient in budget preparation and project management.
* **Licensing/Certification**:
	+ Valid Missouri Driver’s License.
	+ Missouri Professional Civil Engineer Registration (preferred).

**Physical and Working Environment**

* Ability to lift and carry up to 30 pounds and push/pull up to 50 pounds.
* Extensive use of a computer and exposure to indoor and outdoor environments, including extreme weather conditions.
* Subject to noise, dust, chemicals, and stressful situations.

**Additional Requirements**

* Must be available for emergency call-ins and occasional overtime, weekend, or evening work.
* Pre-employment drug testing and criminal history check required.
* May assist other departments as directed.

**Why Join the City of Desloge?**

This is your opportunity to lead a team dedicated to improving and maintaining vital city infrastructure. We offer a supportive work environment and the chance to make a lasting difference in our community.

**How to Apply**

Submit your application, including a cover letter and resume, to:
**City of Desloge**
300 North Lincoln Street

Desloge, MO 63601
administrator@desloge.com

Position will remain open until filled.

The City of Desloge is an Equal Opportunity Employer.

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