

CITY OF COLE CAMP
PUBLIC WORKS DIRECTOR
Position Description

Position Overview

The City of Cole Camp is seeking a dependable, hands-on Public Works Director to lead the day-to-day operations and maintenance of the city's public infrastructure and facilities.

This position oversees the City's water system, wastewater treatment and collection system, streets, parks, equipment and municipal facilities. The Public Works Director works closely with City employees, contractors and other partners to keep essential City services operating efficiently and reliably.

This is a working supervisory position. The ideal candidate is mechanically inclined, comfortable working both independently and as part of a team, able to prioritize projects and willing to learn the technical and regulatory requirements of municipal water and wastewater operations.

Applications do not need to already hold all required water and wastewater certifications.

The City has historically supported employees in obtaining required licenses and may pay for approved coursework, training, testing and licensing necessary for the position.

Supervision & Reporting

Reports to: Mayor of Cole Camp

The Public Works Director works under the direction of the Mayor and is responsible for keeping City leadership informed regarding department operations, infrastructure needs, ongoing projects, regulatory matters and significant maintenance or repair issues.

Primary Responsibilities

Water System

- Oversee the operation and maintenance of the City's drinking water distribution system.
- Monitor system performance and complete required operational checks, testing, records, and reports.
- Maintain and assist with repairs to water mains, valves, meters, fire hydrants, pumps, and related infrastructure.
- Respond to water leaks, service interruptions, and other system issues.
- Coordinate required sampling, testing, inspections, and regulatory reporting.
- Maintain water system equipment and facilities.
- Work toward and maintain required Missouri DNR water operator certification.

Wastewater System

- Oversee the operation and maintenance of the City's wastewater collection and treatment systems.
- Perform routine monitoring, testing, and operational adjustments at the wastewater treatment plant.
- Maintain pumps, controls, testing equipment, treatment equipment, and related facilities.
- Complete required daily, weekly, monthly, and regulatory records and reports.
- Perform and schedule preventive maintenance.
- Coordinate repairs, inspections, sampling, and other work necessary to maintain reliable wastewater operations.
- Work toward and maintain required Missouri DNR wastewater operator certification.

Streets & Stormwater

- Coordinate and perform routine maintenance of City streets, alleys, drainage systems, culverts, and rights-of-way.
- Perform or oversee pothole patching, blade mix application, grading, ditch maintenance, and other street repairs.
- Identify street and drainage needs and recommend maintenance or improvement projects.
- Operate and maintain City trucks, motor grader, and other equipment as qualified.

Parks, Facilities & City Grounds

- Oversee routine maintenance of City-owned buildings, parks, grounds, and public spaces.
- Perform or coordinate basic building, plumbing, mechanical, grounds, and equipment repairs.
- Identify maintenance needs before they become larger or more costly problems.
- Coordinate contractors and vendors when specialized work is required.

Department Leadership

- Plan and prioritize Public Works projects and routine maintenance.
- Supervise, train, and work alongside Public Works employees.
- Maintain preventive maintenance schedules for City infrastructure, vehicles, and equipment.
- Maintain appropriate records, inventories, inspection logs, and maintenance documentation.

- Assist with planning and budgeting for equipment, infrastructure repairs, and capital improvements.
- Coordinate with engineers, contractors, utilities, regulatory agencies, and other City departments.
- Communicate infrastructure needs and significant operational issues to City leadership.
- Respond to emergencies and urgent infrastructure issues when necessary.
- Promote safe work practices and ensure appropriate safety procedures and personal protective equipment are used.
- Perform other related duties necessary for the operation of the Public Works Department.
- Attend regular monthly meetings of the Board of Aldermen to provide Public Works reports, answer questions, discuss infrastructure needs and projects, and make recommendations as appropriate.

Qualifications

Minimum Qualifications

- High school diploma or equivalent.
- Valid Missouri driver's license.
- Good mechanical aptitude and practical problem-solving skills.
- Ability to safely operate vehicles, tools, and equipment used in public works operations.
- Ability to use a computer, mobile device, email, online reporting systems, and basic office software.
- Ability to understand and follow written and verbal instructions, technical procedures, and safety requirements.
- Ability to organize work and complete projects with limited supervision.
- Ability to communicate professionally with coworkers, contractors, City officials, regulatory agencies, and members of the public.
- Ability to work outdoors in varying weather conditions and perform the physical duties of the position.

Licenses & Certifications

The position ultimately requires the appropriate Missouri Department of Natural Resources certifications for the City's systems, including:

- Wastewater Treatment – Class C
- Water Distribution – DS-I

Applicants who do not currently hold these certifications are encouraged to apply. The City is interested in candidates with the aptitude and commitment to obtain the necessary licenses and

has historically supported employees pursuing required certifications through approved training, coursework, examination, and licensing expenses.

Preferred Experience

Experience in one or more of the following areas is helpful:

- Water or wastewater operations
- Construction or utility work
- Plumbing or mechanical maintenance
- Heavy equipment operation
- Street or road maintenance
- Building and grounds maintenance
- Electrical or pump systems
- Municipal or public works operations
- Supervising employees or coordinating projects

Candidates are not expected to have professional-level experience in every area listed above. The City is seeking a well-rounded individual who can lead the department, solve problems, learn new systems, and coordinate specialized assistance when needed.

Compensation & Benefits

Compensation will be based on qualifications, experience, relevant skills and current water/wastewater certifications and will be determined as part of the hiring process.

The City offers a comprehensive benefits package including LAGERS retirement, health insurance, dental and vision insurance, life insurance and paid holidays.

The City also supports professional development for this position and may pay approved costs associated with obtaining required Missouri DNR certifications, including coursework, training, examination and licensing expenses. Opportunities for compensation advancement may accompany the successful completion of required professional certifications and demonstrated growth in the position.

Physical & Working Conditions

The Public Works Director is a working supervisory position involving both indoor and outdoor work. Duties may be performed in hot, cold, wet, noisy or other otherwise challenging conditions.

The position requires the ability to stand, walk, bend, climb, reach and perform physical work for extended periods and to lift up to approximately 50 pounds. Appropriate personal protective equipment or provided or required upon the work being performed.

Due to the nature of the essential City services covered, the Director must be reasonably available to respond to occasional after-hours emergencies, severe weather, water or wastewater problems and other urgent situations.

What We're Looking For

The City of Cole Camp is looking for someone who is dependable, mechanically capable, willing to learn, takes pride in the community and can see what needs to be done and makes sure it gets done.