

Additional information and the application are available on the City's website [www.cityoflewistown.com](http://www.cityoflewistown.com) or job service. Completed applications must be submitted to City of Lewistown, Attention: Human Resources by April 26, 2024.

## **JOB POSTING**

**TITLE:** Director of Public Works

**ACCOUNTABLE TO:** City Manager

**WAGES AND BENEFITS:** The wage for this position will be \$70,000 to \$75,000 per year depending on experience. This position is full time and the work is done between the hours of 7:00 a.m. and 5:00 p.m. City of Lewistown provides health insurance, paid time off and other benefits. Retirement is required. There is a one-year probationary period.

**PRIMARY OBJECTIVE OF POSITION:** Under Administrative direction, plans, implements and directs a comprehensive program of public works that will ensure sound development, maintenance and service to the public consistent with the City Manager and City Commission policy and with Federal and State regulations; directs streets, water treatment and distribution, wastewater collection and treatment, parks, cemetery and related functions; Individual judgment and difficult decision making are required.

**ESSENTIAL JOB FUNCTIONS:** Must possess the ability to analyze, evaluate and understand budgets, construction and building plans and monitor construction and maintenance projects; physical requirements are generally limited to some bending, stopping, walking and lifting of moderate weights up to 30lbs. May perform work in uncontrollable working conditions of heat, cold, and dampness. Must possess a valid Montana Driver's License.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Responsible for overall supervision and direction of employees of street, solid waste, water treatment and distribution, wastewater and storm water treatment and collection, cemetery, building department and related units. Workers performing maintenance on park and City buildings will also be supervised.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Must be a high school graduate or its equivalent supplemented by courses of study in the areas of engineering, construction and maintenance, management or similar fields, five years of progressively responsible public works construction and maintenance experience, including two years in a supervisory or administrative capacity, involving the management of materials, personnel, budgets and purchasing. Survey and engineering experience is desirable. Must possess appropriate sewer and water operator's license, or obtain it. A professional civil engineering degree and certification and a Building Inspector Certification is preferred.