



Seeking applications for the position of:
Public Works Director

Open Date: November 1, 2023 Closing Date: until filled

Salary: \$7,507.06 per month plus a generous benefit package including: Persi retirement, medical, dental, and vision, and paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED is required; and
- Bachelor's degree from an accredited institution in Civil Engineering, Public Administration, or related field;
- Six years of experience in engineering, public administration or management, including supervisory experience is required and previous experience as a Public Works director is preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

General Statement of Duties: Under the general direction of the Mayor, the Public Works Director plans, organizes, directs, controls, supervises, and coordinates the weekly and long-range activities, operations, programs, and projects of the Public Works Department (Water, Wastewater, Streets, and municipal airport). Supervision is exercised over subordinate supervisors who manage a diverse and complex operation and capital program.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Project management, municipal budgeting procedures, contract negotiation, and staff supervision
- Methods, procedures, and standard practices of water production/delivery, wastewater collection/treatment, and street maintenance/repair
- Airport management and supervision and FAA and ITD Division of Aeronautics procedures/policies
- Public hearing, review, and approval processes
- Federal, state, local, and city environmental and safety statutes, ordinances, and codes

Ability to:

- Read and interpret legal, technical, regulatory, and operational documents, manuals, journals, and blueprints
- Research, analyze, and interpret data and make recommendations
- Analyze standards and regulations and define the impact on the City
- Manage and implement an annual budget
- Prioritize and perform multiple tasks, including project management, simultaneously

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall. No phone inquiries please.