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PO Box 70
Mount Vernon, MO 65712
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The City of Mount Vernon, Missouri (Fourth Class city with a population of 4,526), is seeking candidates for a Public Works Director. Under the direction of the City Administrator, this department head oversees all functions and personnel of Public Works.

Description and Responsibilities:

Performs professional, administrative and technical work involved in the short- and long-term planning and directing of public works activities in the areas of construction, building maintenance, street and sidewalk maintenance, storm water drainage, drinking water storage and distribution services, wastewater collection and treatment facilities, and electrical distribution system. Also, position is responsible for the maintenance and repair of the cemeteries, city parks and grounds, buildings and vehicle maintenance.

Candidate must be committed to the principles of public service and able to effectively direct a full and part-time staff of approximately twenty-two (22) employees. Candidate must be citizen focused and have good communication skills.

Essential Duties:

- Advises the City Administrator and Council on pending matters and issues affecting the departments.
- Coordinates the work of the departments; prepares and administers the department budget.
- Represents the city in City Council, Planning and Zoning, Community and other agency meetings.
- Supervises departmental activities.
- Oversees maintenance and operations of all departments
- Works closely with professional engineering firms in the design, construction and maintenance of city infrastructure.
- Works with Administrator in preparation and implementation of contracts for city consultants.
- Oversees construction management and inspection services.
- Reviews and approves preliminary and final-plats for new subdivisions.

Qualifications:

- Civil Engineering Degree, preferred, or five years comparable experience
- Leadership capabilities
- Minimum D license in Wastewater (one year experience in plant operation desired)
- Minimum D license in Water Distribution
- Knowledge of Electrical Distribution (desired)
- Blueprint and subdivision plat reading capability
- Strong computer skills

Please submit resume no later than October 31, 2021. Attention: City Administrator Max Springer, PO Box 70, Mount Vernon, MO 65712-0070; email: maduddle@mtvernon-cityhall.org; phone: (417) 466-2122. The City of Mt Vernon is an Equal Opportunity Employer.