



City of Livingston
Public Works Manager- Full-time Year Round

Job Description: The City of Livingston Public Works division is seeking a highly motivated customer service focused individual to perform the role of Public Works Manager. This full-time, salary exempt role serves as the manager for all Public Works field operations and works under the direction of the Public Works Director and alongside the Office Manager and Project Manager. Performs a variety of technical, managerial, operational, and administrative work for the safe, proper, efficient, and effective operation and maintenance of: water, sewer collection, storm water, wastewater treatment facilities, City streets and alleys, solid waste and recycling, parks, cemetery, facilities, equipment and shops. This position supports the Public Works Director and is responsible to provide complex oversight of departmental activities, employees, budgets and ongoing daily and special project management.

To Apply: Send cover letter and resume to HR@livingstonmontana.org

Work Location: In person: Office location is 330 Bennett St, Livingston, MT with work performed within the City of Livingston city limits .

Job Type: Full-time, year-round

Rate of Pay: Exempt compensation for this position:

Hiring range: \$70,000 - \$85,000 annual base salary DOE

Salary range: \$70,000 - \$90,000

Schedule: Regular work schedule is Monday – Friday, 7:00 a.m. to 4:00 p.m. and hours may include holidays, evenings and/or weekends depending on weather, project demands, and emergency situations.

Benefits Include:

Montana Public Employee Retirement Plan (PERS)

Vacation accrual, sick accrual, holiday pay, and paid parental leave

Medical, dental, vision, and life insurance with a generous monthly employer stipend

Health Savings Account and/or Flexible Spending Accounts, and Employee Assistance Plan

Essential functions, include, but are not limited to the following:

- Provides leadership, directs and supervises all department superintendents and crews including full-time, part-time, and seasonal employees
- Ensures compliance with applicable Federal, State, and Local laws, codes, and regulations
- Ability to learn, interpret and enhance departmental and City of Livingston practices

and procedures, including the Livingston Municipal Code, Livingston Modifications to Public Works Standards, Livingston Public Works Design Standards and Specifications Policy, Montana Code Annotated, and other Federal, State, and Local regulations related to municipal infrastructure

- Proficiency in project management, scheduling, and estimations
- Maintains accurate records and prepares reports on inspections, work orders, and compliance activities
- Management responsibilities include hiring, training, providing technical expertise, coaching, mentoring, performance evaluations, scheduling, assigning and reviewing work, approving time off, and recommendations for disciplinary action as needed
- Has involvement with the safety committee including reviewing and developing safety policies and procedures and ensuring staff receive proper training in technical procedures, safety, and equipment operation
- Motivates and evaluates employees; provides or coordinates training and works with superintendents and employees to correct performance deficiencies
- Participates in the development and implementation of policies, standard operating procedures, goals, objectives, and working conditions
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors departmental work load, administrative and support systems, internal reports, builds relationships and helps identify opportunities for improvement and implements such with the support of the Public Works Director
- Plans, directs, coordinates and reviews the ongoing activities, projects and programs, monitors workflow, and reviews and evaluates work products, methods, and procedures
- Supervises the requisitioning and use of materials, supplies and equipment used in operations, maintenance, construction and repair of infrastructure and facilities
- Manages the various functions of all Public Works divisions; monitors system performances and infrastructure conditions; recommends and implements improvements to enhance service delivery and operational efficiency for safe and reliable services to City residents and businesses
- Serves as a liaison for the Public Works Department with other City departments, divisions, and outside agencies
- Skilled in public speaking, with the ability to train on and present data, reports, and other findings to a variety of diverse groups and individuals
- Attends and presents topics at City Commission meetings, as necessary
- Performs administrative duties including working with internal and external engineers, contractors, utility company staff, state and federal regulatory officials
- Capably prepares bids for equipment and capital purchases and assists in the decision processes of what equipment to purchase
- Ability to travel outside the City of Livingston occasionally for education, training, and purchase of new equipment; attends professional growth activities to keep abreast of innovations in the department
- Assists in the preparation and monitoring of the department budgets including records of department activities, water, sewer, storm water, solid waste, parks and cemetery, street maintenance, street light district and gas tax
- Performs other duties as assigned, requested, and/or required in the support of the

Public Works departments, as needed

Knowledge, Skills, and Abilities:

Knowledge of:

- Organization and management practice skills as applied to the analysis and evaluation of Public Works programs, policies, and operations needs
- Principles, practices, and techniques of utility infrastructure, maintenance, construction operations and techniques, including performance measures, installation and repairs, and various maintenance and equipment operations
- Principles and techniques used in emergency disaster situations
- Principles of supervision, management, motivation, and leadership
- Pertinent Federal, State, and Local laws, codes, and regulations
- Ability to problem solve, make sound immediate decisions and communicate effectively orally and in writing with others
- Follows verbal and written instructions effectively
- Establishes effective working relationships with other City employees, supervisors, consultants, contractors, regulatory agencies, utility companies and the public
- Ability to demonstrate timeliness and observe required work hours of self and crew
- Finance, budgeting, and grants related to the field and City needs
- Knowledge of and ability to promote departmental safety considerations, City safety policies, OSHA standards and guidelines, Americans with Disabilities Act, public right-of way, and risk management techniques to reduce exposure to injury, damage, and liability

Skills and Abilities:

- Leads and maintains a positive and harmonious work environment
- Utilizes complex decision making
- Fosters innovation and change
- Assists with strategic planning for the Public Works Departments
- Knowledge and experience with methods, materials and techniques employed in public works construction
- Prepares and delivers clear and precise written reports, administrative and financial reports, and oral presentations
- Performs responsible and difficult financial and administrative work
- Analyzes problems, identifies alternative solutions, projects consequences of proposed actions and implements recommendations in support of goals
- Researches, analyzes and evaluates new service delivery methods, procedures and techniques
- Ability to assist the Public Works Director with the preparation and administration of a large and complex budget; allocates limited resources in a cost-effective manner
- Controls costs throughout each fiscal year to remain within budget projections
- Skilled in utilizing various computer software and databases including Microsoft Outlook, Word, Excel, and PowerPoint
- Preferred software knowledge of or ability to learn: Caselle, ESRI, Fleet Asset management, Alynea, Bluebeam
- Ability to manage multiple projects and urgent or emergent situations with shifting guidelines and procedures

- Keen attention to detail and accuracy in performing work
- Maintains and exhibits integrity, discretion, and confidentiality in handling confidential and sensitive situations and information
- Ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor
- Ability to perform mathematical calculations ranging from simple to complex

Education and Experience Requirement:

- High school diploma or equivalent
- This position requires training equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, construction management, or a related field
- This position requires a minimum of three years of progressive responsibility in finance and budget experience
- This position requires a minimum of five years of management and supervisory experience in public works maintenance, construction, and operations activities
- Prior experience gained in a public works or municipal, governmental agency preferred
- Prior experience and ability to work well with union representatives preferred
- Other relevant combinations of education and work experience may be evaluated on an individual basis

License and Background Requirement:

- Must possess a valid US Driver's License with an approved driving record
- Possession of or ability to attain Class 2A, 3B water operator license and 1C Wastewater operator license within eighteen (18) months of hire
- Must pass an extensive background investigation

Physical Demands / Work Environment:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to work in a standard office environment using computer and copier equipment, with the ability to drive and travel to different sites and locations throughout the City
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate and maintain heavy equipment, and review a wide variety of materials in electronic and hardcopy form
- Sufficient use of the arms, legs and whole body, with or without reasonable accommodation, to perform assigned tasks, which will regularly include climbing, lifting (up to 25 lbs. frequently and 50 lbs. occasionally), balancing, walking, stooping, and handling of materials
- Hazards of position may include working with moving parts of machinery, hazardous materials, lifting, working in dust, fumes, construction hazards, physical risks, and traffic
- Ability to walk on uneven surfaces, dirt, and slopes
- Sufficient physical ability to perform pertinent duties
- This position must be able to work outdoors in all weather conditions

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