



## Job Description

Asst. Director, Nixa Utilities & Public Works  
Pay Grade: 13

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum five (5) years progressive public works, civil engineering, supervisory experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Minimum Education Requirements:** High School Diploma, preferred bachelor's degree in one of the following; Civil Engineering, Planning or Business Administration.

**Direct Supervisor:** Director of Nixa Utilities and Public Works

**Supervisory Responsibility:** Yes

**Primary Work Location:** Office setting and work sites within the City of Nixa jurisdiction.

**Certification:** Valid State of Missouri driver's license.

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**Job Summary:** Assist in the daily operations and management of all Nixa Utilities and Public Works Departments to ensure efficient, safe and effective operation in compliance with all regulations and standards. Takes a lead role in operation of the various Departments in the absence of the Director.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist the Director in the management of Water Quality, Electric, and Street Departments, including sub-departments and personnel, and assume the full responsibilities for the operation of the various Departments in the absence of the Director.
- Performs highly responsible administrative and managerial duties, exercises considerable independent judgement in planning, implementing, and overseeing various aspects of Nixa Utilities and Nixa Public Works departments.
- Oversee and support Water Quality Department Superintendent(s) with the daily operation of the City of Nixa's Water Quality division to ensure efficient, safe, and effective operation in compliance with all Federal, State and Local regulations and standards.
- Oversee the daily public works inspection personnel for all infrastructure installation and major projects to ensure efficient, safe, and effective infrastructure development in compliance with all Federal, State and Local regulations and standards.
- Direct, oversee and support the City's MS4 program and supporting personnel.
- Provide technical support to the Director, City Administrator, City Council, Mayor, Boards, committees, and commissions concerned with planning and zoning, and capital improvements.
- Provides leadership, mentoring and coaching to Nixa Utilities and Public Works Department personnel where needed or requested to facilitate succession planning and professional development. Maintains and enhances professional knowledge and skills via self-managed professional development.
- Inform public on programs and projects, works with contractors, consultants, departments, and other organizations to coordinate and provide accurate public works information and support to the government and the residents.



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- Direct, oversee, and participate in the development of work plans.
- Assign work activities, projects, and programs. Monitor work flow and productivity.
- Implement policies and procedures; review and evaluate work products and productivity, methods, and procedures.
- Assist in the preparation of the departments operating and capital improvement Budgets. Assist in budget implementation, participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
- Administer the approved budget.
- Make recommendations for the hiring of personnel. Provide and coordinate staff training and work with employees to correct deficiencies. Recommend employee disciplinary actions and implement discipline procedures.
- Oversee all programs for water and wastewater production, storage, treatment and distribution activities.
- Identify and review capital improvement plans related to the assigned services and provide input regarding future maintenance activities.
- Receive, investigate and respond to citizen requests, suggestions and complaints.
- Coordinate Department's activities with those of other departments and outside agencies. Prepare and present staff reports and other necessary correspondence.
- Supervise departmental safety program. Coordinate and attend safety meetings and ensure the adherence to safe work practices by subordinate personnel.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned.

### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Occupational hazards and safe working practices.
- Principles and practices of personnel management including hiring, supervision, training, mentoring, coaching, evaluating, and discipline.
- Principals of municipal budget preparation and expenditure control.
- Infrastructure planning and Civil engineering.
- Materials, methods, practices and equipment used in municipal utilities production, distribution, maintenance, and repair activities.
- Water quality regulations pertaining to State and Federal standards.
- Knowledge of various business software packages used in the fields of administration, public utilities and public works, research and communication.
- Knowledge of current technological equipment personal computer(s) and mobile devices.

#### **Skills**

- Provide effective leadership, mentoring, coaching, training, and evaluation to subordinates.
- Interpret and apply Federal, State and Local policies, procedures, laws and regulations.
- Excellent oral and written communications.



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- Establishing and maintaining effective working relationships with other City Directors, elected officials, department personnel, members of the public and other community leaders.
- Review and interpret civil engineering drawings and plans.
- Strong organizational skills.
- Operate a variety of current technology devices such as smart phones, personal computers, laptops and etc. Operate various software packages such as MSOffice, Outlook, Word, and Excel.
- Record keeping and reporting procedures.

### Abilities

- Organize, direct and implement a comprehensive utility maintenance program and recognize, evaluate, and solve problems.
- Produce positive and effective results towards goals adopted in various plans such as the City's Strategic Plan, Comprehensive Plan, various Utility and Street Departments Master Plans
- Effectively practice personnel management; hiring, supervision, training, mentoring, coaching, evaluating, and discipline.
- Make difficult computations and supervise complex work projects. Mentally analyze a situation, solve problems, and make decisions under pressure.
- Conduct studies, prepare comprehensive reports and determine cost effective ways for conducting the assigned project and maintenance activities.
- Ability to communicate effectively with personnel, supervisors, City Council, contractors, developers, and the public. Communicate technical advice and assistance through public meetings, reports and direct inquiry.
- Physical ability to inspect various field sites and traverse rough terrain in extreme outside temperatures or controlled heating and air. Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job-related equipment.
- Ability to travel.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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**Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Human Resources

\_\_\_\_\_  
 Date