

## CHAPTER 21

# PUBLIC WORKS DIRECTOR

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**21.01 APPOINTMENT.** The Public Works Director shall be appointed by a majority vote of the Council at any regular meeting.

**21.02 TENURE.** The Public Works Director shall hold office at the pleasure of the Council and shall be subject to removal by a majority vote of the entire Council at any time for just cause.

**21.03 COMPENSATION.** The Public Works Director shall receive such compensation as may be established by resolution of the Council.

**21.04 POWERS AND DUTIES.** The powers and duties of the Public Works Director are as follows:

1. **Improvements.** Superintend and inspect all improvements and works on the streets, alleys, sewers, and public grounds of the City.
2. **Supervision.** Have the general supervision and direction of the administration of all departments and employees of the City, subject to the approval of the Council (except the Police Department, Fire Department, Clerk, Treasurer, City Attorney and boards and commissions whose members are elected or appointed by the Council) and obtain the most efficient and economical operation of and by such departments and employees.
3. **Contracts.** Supervise the performance of all contracts for work to be done for the City; purchase material and supplies and see that such material and supplies are received and are of the character and quality required by the contract, all subject to the approval of the Council.
4. **Employees.** Have the power to employ and discharge without cause from time to time as occasion requires all employees of the City under the Public Works Director's supervision, subject to the approval of the Council.
5. **Advise Council.** Keep the Council fully advised of the conditions of the City and the City's future needs.
6. **Plans and Specifications.** Perform any and all other duties that pertain to the preparation of plans and specifications for any City improvement, construction, or reconstruction of sidewalks, issuing of applications for building permits and other similar functions.
7. **Maintain Public Ways.** Maintain and repair the sidewalks, alleys and streets and keep them in a reasonably safe condition for travelers; investigate immediately all complaints of the existence of dangerous or impassable conditions of any sidewalk, street or alley and correct unsafe defects existing in them.

8. **Safety of Streets.** Whenever snow or ice imperil travel upon streets and alleys in the City, be in charge of removing said snow and ice from the streets and alleys; do whatever else is necessary and reasonable to make travel upon streets and alleys of the City safe.
9. **Keep Records.** Compile written records of the purchases, accomplishments, disposition of equipment and manpower, up-to-date inventory and activities contemplated by the street, water and sewer departments; make monthly oral and written reports of the activities of the Public Works Department to the Mayor prior to the regular meeting of the Council.
10. **Other.** Possess and perform such other and further powers as may from time to time be conferred upon the Public Works Director by ordinance and perform at all times the orders of the Council and be subject to the direction and orders of the Council.

**21.05 REPORTS.** The Public Works Director, whenever requested by the Council, shall make reports in writing on any matter required by the Council.

**21.06 ATTENDANCE AT COUNCIL MEETINGS.** The Public Works Director shall attend all regular Council meetings and make necessary reports when required and shall also attend special meetings when the agenda includes items of business pertaining to the duties and responsibilities of the Public Works Director.