



The City of Mitchellville Iowa invites applications for the position of:

Public Works Director

Salary Range: \$80,000

Open Date: 07/30/2026

Close Date: 08/11/2026

Information

The City of Mitchellville is accepting applications for the position of **Public Works Director**. This is a full-time leadership position responsible for planning, directing, and overseeing the operations of the City's Public Works Department, including streets, water, wastewater, stormwater, snow removal, equipment maintenance, and related municipal infrastructure services.

The ideal candidate will be dependable, organized, safety-conscious, and capable of leading staff while working collaboratively with city officials, contractors, vendors, and the public. Due to emergency response responsibilities, the selected candidate must reside within a reasonable response distance as determined by the city.

Qualifications:

- High school diploma or equivalent required
- Valid Iowa Class B CDL with Air Brakes endorsement required
- Must hold and maintain Grade II Water Treatment, Grade III Wastewater Treatment, Grade I Collection, and Grade II Water Distribution. Or actively working toward certification with a documented plan
- Must participate in CDL-required drug and alcohol testing
- Must successfully pass a Motor Vehicle Record (MVR) check and maintain an acceptable driving record.
- Experience operating municipal water and wastewater systems required
- Heavy equipment operation and maintenance experience preferred
- Strong organizational, communication, leadership, and task management skills required
- Ability to work in all weather conditions and perform physically demanding tasks, occasionally lift up to 90 pounds and working in confined spaces and heights

Primary Responsibilities:

Water System Operations

- Operate and maintain the City's water treatment and distribution systems in compliance with Iowa DNR regulations
- Conduct required water testing, reporting, and recordkeeping
- Maintain water mains, hydrants, valves, meters, pumps, and treatment equipment
- Coordinate inspections, repairs, maintenance schedules, and contractor services
- Maintain water maps and GIS information
- Assist with planning, expansion, and improvement projects
- Respond to customer concerns and emergencies

Wastewater Operations

- Operate and maintain the wastewater treatment plant and sanitary sewer system
- Complete required wastewater testing, reporting, and permit compliance
- Inspect and maintain lift stations, sewer mains, manholes, valves, and pumps
- Maintain wastewater maps and GIS information
- Coordinate maintenance, repairs, and system improvement projects
- Respond to system concerns and emergencies

Streets & Stormwater

- Maintain City streets, signs, crosswalks, storm sewers, catch basins, and related infrastructure
- Perform snow and ice removal operations
- Maintain roadway vegetation and public right-of-way areas
- Coordinate street maintenance projects and seasonal decorations

Administration & Supervision

- Supervise and coordinate Public Works employees and daily operations
- Assist with employee evaluations, scheduling, training, and disciplinary procedures
- Ensure compliance with OSHA, CDL, and City safety requirements
- Attend City Council meetings and provide departmental updates
- Assist with budgeting, annual project planning, inventory, and emergency response planning
- Coordinate with City staff, engineers, contractors, and outside agencies

Grounds & Facilities Maintenance

- Maintain City-owned grounds, facilities, trails, retention basins, and structures
- Perform mowing, trimming, leaf removal, weed control, and general upkeep
- Coordinate tree maintenance and vegetation management as needed

Equipment & Fleet

- Operate and maintain City vehicles, heavy equipment, and tools
- Coordinate repairs, maintenance records, and equipment rentals as needed

Equipment Used

- Backhoe, tractor loader, dump trucks, street sweeper, mowing equipment, hand tools, power tools, and related municipal maintenance equipment.

Application Process

Applications will be accepted through the required 10-day posting period. Applicants must submit:

- City of Mitchellville General Employment Application
- Resume
- Cover Letter
- References

Applications may be submitted to:

City of Mitchellville

204 Center Avenue North
Mitchellville, IA 50169

or by email to:

clerk@mitchellville.org

Applications are available:

- In person at City Hall
- By email request
- On the City website: mitchellville.org

For questions regarding the position, contact City Hall at (515) 967-2935.

Disclaimer:

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not, however, reflect the only duties performed.

Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position. The City of Mitchellville is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Iowa Code Chapter 35C – Veterans Preference in Public Employment:

The City provides preference for qualified veterans and eligible spouses in accordance with Iowa law. Applicants claiming veterans' preference must provide required documentation at the time of application as specified by Iowa Code Chapter 35C.