



## **Public Works Director/City Engineer**

**City of Frontenac, Missouri**

**Reports to:** City Administrator

*Full-Time | Starting Pay: \$98,198-134,955*

### **About the Role**

The City of Frontenac is seeking an experienced and collaborative Director of Public Works/City Engineer to lead the City's public works operations, infrastructure systems, and capital improvement efforts. This position oversees street and facility maintenance, stormwater management, fleet operations, right-of-way permitting, and construction project delivery. The Director supervises a team of three public works employees and works closely with consultants, contractors, and regional partners.

This opportunity follows the retirement of a long-tenured employee after 24 years of dedicated service and offers a unique chance to build upon a strong foundation while continuing to enhance service delivery, infrastructure planning, and operational efficiency. The Director of Public Works/City Engineer reports directly to the City Administrator and works closely with the Board of Aldermen, the Public Works Commission, and all City departments.

The City of Frontenac operates on a four-step pay system. After successful completion of required onboarding and performance benchmarks, the position may progress through the steps up to Step 4, \$134,955.

*Please note that the salary schedule is anticipated to be adjusted as part of the City's Fiscal Year 2026-2027 budget process. Any approved cost-of-living adjustment would become effective July 1, 2026, and would apply to the salary range for this position.*

### **What You'll Do**

- Manage and direct all Public Works operations, including streets, stormwater systems, facilities, fleet, and related infrastructure.
- Supervise and lead a team of three public works employees, including work planning, training, and performance management.
- Plan, coordinate, and oversee capital improvement projects, including design review, bidding, construction management, and project closeout.
- Administer the City's stormwater program and grant-funded projects, including compliance, reporting, inspections, and coordination with property owners and regulatory agencies.
- Oversee maintenance of City streets, sidewalks, rights-of-way, storm sewer systems, traffic control infrastructure, and City facilities.
- Manage the City's fleet and equipment maintenance program.
- Administer the sewer lateral program and review and approve right-of-way permits within City-maintained rights-of-way.
- Prepare bid documents, requests for proposals, and contract specifications; evaluate bids and manage contractor performance and payments.

- Respond to citizen inquiries, complaints, and service requests related to Public Works operations.
- Coordinate with utility companies, consultants, contractors, and regional agencies on infrastructure projects and service delivery.
- Develop and administer the Public Works budget, including capital planning and long-term infrastructure needs.
- Prepare reports and presentations and attend Board of Aldermen, Public Works Commission, and other required meetings.
- Oversee snow and ice removal operations and support emergency response activities.
- Ensure compliance with applicable federal, state, and local laws, regulations, and City ordinances.
- Perform additional duties assigned to support Public Works operations and City objectives.

### **What We're Looking For**

- Bachelor's degree in Civil Engineering, Public Administration, Construction Management, or a related field, plus five (5) to seven (7) years of progressively responsible experience in public works, engineering, or construction management (or an equivalent combination).
- Professional Engineer (PE) license or the ability to obtain licensure within a reasonable timeframe preferred.
- Strong knowledge of public works operations, infrastructure systems, construction practices, and capital project delivery.
- Familiarity with stormwater regulations (MS4), right-of-way management, and applicable federal, state, and local requirements.
- Excellent interpersonal, communication, and customer service skills with a collaborative, solutions-focused approach.
- Ability to clearly present technical and project-related information to both technical and non-technical audiences and work effectively with elected officials, staff, auditors, consultants, and the public.

### **Why Frontenac?**

The City offers a competitive salary and a comprehensive benefits package designed to attract top municipal talent, including:

- Four-step pay system with top step of \$134,955
- Health, dental, and vision insurance
- LAGERS pension
- Paid vacation, holidays, and sick leave
- Life and disability coverage
- Professional development and certification support

### **Apply Today**

Submit your résumé, cover letter, and references to [amuskopf@cityoffrontenac.org](mailto:amuskopf@cityoffrontenac.org).

### **Application Deadline**

Applications will be reviewed on a rolling basis until the position is filled.