

## **Public Works Director**

This job description is not intended to be all-inclusive but to present a descriptive list of the range of duties performed by employees in the position. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.

### **DEFINITION**

To plan, direct, manage and oversee the activities, projects, and operations of the Public Works Department including streets maintenance and construction, central maintenance, engineering, traffic engineering, building maintenance, to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager's office.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Mayor and Director of Administration.

Exercises direct supervision over professional, management, technical, clerical and maintenance staff.

### **Essential Duties and responsibilities**

1. Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance, engineering, traffic control, building maintenance, fleet maintenance, recommend and administer policies and procedures.
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities.
3. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

7. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend Public Works Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
10. Development and evaluation of programs and policies for implantation of departmental and city needs and goals.
11. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.
12. Represent the Public Works Department to the general public, coordinate/facilitate Public Works activities with public service needs.

#### **Other important duties and responsibilities**

1. Provide staff assistance to the Mayor; prepare staff reports and other necessary correspondence.
2. Provide staff support to assigned boards.
3. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Perform other duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive public works program.

Management skills to analyze programs, policies and operational needs.

Construction techniques involving streets and roads, drainage systems and flood control.

Principles and procedures of facility maintenance.

Principles and procedures of fleet maintenance.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluations.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Plan, organize, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the Public Works Department.

Determine the feasibility of various municipal projects.

Identify and respond to community issues, concerns and needs.

Prepare clear and concise administrative reports.

Prepare and administer budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Six years of increasingly responsible experience in public works management, construction or a related field, and ten years' experience managing crews in the public or private sectors.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business or Public Administration. A degree in Civil Engineering is

desired but not required.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts, fumes, airborne particles, toxic or caustic chemicals. The noise level in the work environment is moderate.

**Physical Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential and marginal functions require maintaining physical condition necessary for talking, hearing, sitting, standing, or walking prolonged periods of time; occasionally climb, operate tools and operating motorized vehicles. Also stoop, kneel, crouch or crawl, smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. The employee must occasionally lift and/or move up to 25 pounds.