

Public Works Director

DEPT:	Public Works	FLSA:	Exempt
DIV:	Public Works	EEOC:	Officials/Admin
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **professional, administrative and managerial** duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide public works operations, including streets, culinary water, irrigation water, sewer, storm drain, fleet, and parks/building/cemetery. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Assistant City Administrator.

SUPERVISION EXERCISED

Provides general guidance and direction to departmental employees through subordinate department and division managers, including Street, Fleet, Building and Parks & Cemetery.

ESSENTIAL FUNCTIONS

Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on public works department issues; serves as member of city development review committee (DRC); provides technical insight and recommendations related to determining public works policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines.

Attends departmental and council planning meetings to correlate the growth of the city and to review and make recommendations on the approval or disapproval of future subdivisions or similar projects as related to public works system capabilities and impact; directs and coordinates with the city engineer and other department heads in the planning and approval of public works service extensions.

Determines work priorities; develops guidelines and deadlines, initiates studies consistent with EPA and OSHA compliance requirements; supervises staff; provides quality assurance review of work in progress; monitors and administers consultant service contracts; performs critical incident or emergency decision making related to city public works systems and commits city resources.

Develops, organizes and facilitates comprehensive capital improvement program; allocates departmental resources to research, evaluation, analysis and implementation of project phases; participates with and cooperates in interagency, intergovernmental and private enterprise programs and projects which enhance the quality of life for city residents.

Initiates and coordinates with administrative offices regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; hires and fires; delivers professional training and seminars to staff to assure desired work quality, efficiency and effectiveness.

Plans, organizes, directs and coordinates the administration of the department including all aspects of the culinary and secondary water systems, water purification, water distribution, street construction and maintenance, fleet maintenance, sewer maintenance, storm water maintenance, building facilities maintenance, parks and open space maintenance, cemetery maintenance, etc.

Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; monitors development of bid specifications for projects and equipment acquisitions; coordinates bid processing and awards with city finance department; gives final authorizations for major purchases and financial commitments.

Identifies sources for alternative funding related to special projects and recommends projects for grant application processing, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Meets with public, developers, entrepreneurs, and contractors; discusses capital improvement and public works issues; interprets information in city ordinances pertaining to department responsibilities.

Participates in public meetings and hearings as needed to solicit public response and appraises of policy and project options; educates the public through media, reports, public meetings and presentations.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and city safety

standards; monitors department safety practices.

Responsible for real property and right-of-way acquisitions; negotiates with property owners, provides or coordinates appraisals; determines settlements, provides certifications, assists with relocation needs; initiates condemnation actions and testifies in court.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in public administration, business management, or closely related field;

AND

- B. Ten (10) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public infrastructure systems; four (4) years of which must have been in a supervisory capacity;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of public infrastructure operations management principles and practices; legal environment associated with public works projects, construction and maintenance; modern methods, principles and practices of water, streets, cemetery, buildings, parks and open space construction and maintenance and the collection and delivery of culinary water, secondary water, sewer, and storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in public infrastructure; principles of employeesupervision.

Ability to communicate effectively orally and in writing; plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; using excellent customer service skills, establishes and maintains effective working relationships with employees, other departments, agencies and the public; independently administer delegated areas of responsibility.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)