



JOB DESCRIPTION

Title:	Public Works Director	Status:	Full-Time
Department	Public Works	Pay Grade:	I
Reports To:	City Manager	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible for the administrative oversight, leadership, planning, coordinating and operation of the Public Works Department; to ensure essential services are provided to maintain the public infrastructure, to provide for public safety, health and welfare; and ensure effective operations of the department. Work involves community engagement and public involvement with elected officials, other policy makers, and citizens. Serves as a Department Head on the City's management team.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the staff of the Department. Interviews and selects new employees. Provides coaching, counseling, and mentoring to allow for optimal performance.
2. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
3. Identifies training needs and opportunities for the department.
4. Defines and implements the goals and objectives for department operations.
5. Directs staff on complex work and interpreting the application of policy and procedure.
6. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
7. Develops work plans and strategies to meet business needs-both short term and long term; ensures clear direction, proper implementation, and City conformance to regulatory and legal requirements.
8. Develops, recommends, and implements the annual departmental budget forecasts necessary funding for staff, equipment, material and supplies. Monitors budget throughout the year. Identifies and develops future capital improvement projects.
9. Prepares short and long-term capital improvement plans associated with Public Works. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
10. Conducts special research and studies, preparing comprehensive reports and recommendations based on findings. Conducts and provides technical guidance as needed.

11. Represents the Department on internal issues to the City Manager, City Council, and committees.
12. Manages Department capital projects including budget management and payments, and construction.
13. Plans, develops, designs, bids, and manages the implementation of construction contracts and projects.
14. Oversees services provided by external engineering vendors contracted by the Department.
15. Schedules and monitors work completed for the Department. Reviews and approves invoices for services rendered.
16. Attends Council meetings as directed to communicate construction project awards or special project presentations.
17. Receives and manages questions and concerns from the public, elected officials, and City staff pertaining to public construction projects and Department matters.
18. Responds to citizen complaints, concerns, or inquiries regarding the Department.
19. Responds to emergency situations outside of business hours as needed.
20. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Five (5) years of progressively responsible related management experience in a public works/utility/construction field.
- Equivalent combinations of training and experience will be considered.

PREFERRED QUALIFICATIONS

- Valid Class B CDL.
- Five years supervisory experience with direct reports.

OTHER REQUIREMENTS

- Valid Driver's License.
- Water Distribution – Level 2 certification, or the ability to obtain this certification within the first six (6) months of employment
- Wastewater Collections – Level 2 certification, or the ability to obtain this certification within the first six (6) months of employment
- Wastewater Treatment – Level 2 certification, or the ability to obtain this certification within the first six (6) months of employment
- Cross Connection certification, or the ability to obtain this certification within the first six (6) months of employment

KNOWLEDGE SKILLS ABILITIES

- Knowledge of treatment processes, methods, and regulations pertaining to water quality, drinking water and wastewater treatment facilities.
- Knowledge of safe operations of trucks and equipment.
- Knowledge of care and use of equipment and tools utilized in the performance of department functions.
- Knowledge of safety precautions and potential hazards encountered in maintenance activities.
- Knowledge of methods and techniques in the design, construction, and maintenance of municipal projects.
- Knowledge of the Department's operating requirements, policies, procedures, and practices;

and local, state, and federal regulations related to department programs and operations.

- Knowledge of administrative policies and procedures of the City.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
- Skill in analyzing complex administrative information and issues, defining problems, and evaluating alternatives and recommending methods, procedures, and techniques for resolution of issues. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Ability to manage sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Oregon Open Records and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for extended periods with pushing and pulling of arm and/or leg controls.

- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes, and active construction sites.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name