



JOB DESCRIPTION

JOB TITLE:	Public Works Director		
DEPARTMENT:	Public Works	DIVISION:	
REPORTS TO:	City Manager		
SUPERVISES:	All Personnel within the Department		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	1/1/2021

POSITION SUMMARY

Under limited direction, this professional position performs complex work setting policies and goals for the department, planning, organizing, directing, evaluating and supervising the Public Works department and subsequent divisions, ensuring compliance with City, state and federal policies and ordinances, coordinates with other regulatory agencies, maintains records and files, and related work as required. This position exercises departmental supervision over assigned staff.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Directs, plans, coordinates, supervise and evaluates Public Works department operations; establishes and implements Public Works policies, procedures, rules, regulations and programs..
- Develops short- and long-range plans and initiates strategies to address community goals and objectives; evaluates outcomes and results of programs.
- Develop the annual operational plan for the department and ensures alignment with the City strategic plan by participating in the City strategic planning process .
- Determines priorities and delegates authority and accountability to the appropriate level for efficient execution of the operational plan.
- Supervises and coordinates preparing the department annual budget; directs the implementation of the budget; plans for and reviews specifications for capital improvements, new and replacement equipment.
- Develops processes and procedures to manage recurring work plans and work order management. Analyzes current work methods and operations to determine resource requirements, improve processes and to improve customer service.
- Manages the operations and maintenance of all City facilities and is responsible for long-range planning of facility improvements. Conducts or arranges for various analyses and inspections of heating, cooling, air circulation and purification, lighting, plumbing and other building systems to determine the most cost-effective means of maintenance, repair or replacement.
- Monitors contractual maintenance compliance with vendors.
- Plans, assigns, direct and trains employees; evaluates performance; rewards, disciplines and suspends employees; recommends hiring, transferring and terminating of employees; addresses and resolves problems of employees; adjusts grievances.
- Manages the City Fleet comprised of over 600 vehicles and equipment items. Develops and validates vehicle authorizations and manages the vehicle and equipment recapitalization program. Develops specifications and recommends award of bids for vehicles and equipment.
- Serves as logistics lead for the City at the Emergency Operations Center

- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

Supervisory Position: Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel

Confidential Position: Collects and creates information used to develop management positions for the collective bargaining process.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in engineering, or related field
- Six years experience in public works, or related field.

Training, Certificates, and Licenses

- Valid Driver's License

KNOWLEDGE, SKILLS, and ABILITIES

Comprehensive knowledge of civil engineering principles and practices; comprehensive knowledge of municipal public works administration, planning and design; comprehensive knowledge of city code and policies, state and federal regulations, ADA and OSHA regulations and labor agreements; ability to review and analyze technical documents such as engineering and architectural drawings and specifications; ability to formulate comprehensive operational policies and procedures; ability to prepare technical reports; ability to operate standard office equipment and applicable software packages; ability to plan and manage the work of a large staff; ability to establish and maintain effective working relationships with city officials, associates, contractors, regulatory agencies and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of

personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date