

DIRECTOR OF PUBLIC WORKS

FLSA STATUS - Exempt

DESCRIPTION OF WORK

The Director of Public Works is an "At Will" employee who is under administrative direction of the City Manager, and performs administrative and some professional engineering work in directing activities of the Public Works Department; is responsible for planning, organizing, staffing and directing the activities of several divisions or functions comprising utilities, buildings and facilities, streets, water and sewer, cemetery, sanitary landfill and fleet shop; administers the personnel program including selection, assessing evaluation of performance and discipline of employees. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Director of Public Works is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Plans, organizes, schedules, directs and supervises public works activities; confers with and advises division superintendents on problems related to the design, construction, operation and maintenance of streets, sewers, water mains, treatment plants, landfill and other public works structures and facilities; oversees progress of projects underway to assure completion in accordance with plans and cost; prepares bid documents and purchase requests and recommends award; coordinates, plans, supervises and reviews the activities of subordinates engaged in carrying out the several public works programs, including capital improvements and like public works; researches and reviews plans, technical engineering reports, budget estimates and proposed ordinances and regulations submitted by subordinates; may participate in the design of sanitary sewer systems, street improvement districts, storm sewer systems and other municipal public works projects; recommends actions to the City Manager and keeps the Manager informed; prepares, submits and administers annual budget; meets with the public, city, state and federal officials and special groups regarding public works programs.

OTHER DUTIES: Meets with community organizations and groups; schedules, creates and operates Public Access Channel programs; broadcasts City Council Meetings; schedules broadcasts; performs similar duties.

QUALIFICATIONS

Extensive knowledge of modern principles and practices of public works administration as applied to the design, construction and maintenance of streets, water, sewers and related public works facilities and services.

Working knowledge of computers and their operation.

Ability to establish and attain applicable goals and objectives in compliance with city, state and federal requirements.

Ability to plan, organize, schedule and assign work to subordinates.

Ability to prepare accurate and concise reports.

Ability to establish and maintain effective working relationships with employees, officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work and to lift and carry up to 10 pounds;

Ability to stand, walk, sit, ride, climb, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment, a vehicle and audio equipment;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, codes, plans, specifications, e-mail and similar documents.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor Degree in Civil Engineering or a related field, and a minimum of four years of responsible professional experience in public works, including two years in a supervisory or administrative capacity.

SPECIAL REQUIREMENTS: Possession of a valid driver's license; registration as a professional engineer in the State is desirable.