

Position: Director of Public Works	Management
Department/Site: City Hall and Public Works	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 160

Summary

Plans, organizes, directs, and integrates all functions within Public Works including capital construction, engineering, urban renewal, and maintenance of roadways, water and wastewater distribution and collection systems.

Distinguishing Career Features

The Director of Public Works is a senior management position and part of a top administrative team, responsible for integrating all public services provided by the City for its citizens. Advancement to Director of Public Works is by way of appointment and compliance with the qualifications of the position.

Essential Duties and Responsibilities

- Plans, directs, and participates in the development and implementation of goals, objectives, policies and priorities for Public Works. Participates in the development of City short and long range business plans, policies, and procedures.
- Develops and reviews infrastructure master plans, policy and project proposals. Presents complex reports and emerging or sensitive issues to the City Manager and City Commission.
- Plans, organizes, directs, and coordinates the implementation of capital improvement projects including engineering design, field survey and construction management for the public infrastructure needs of the community.
- Directs, organizes, coordinates, and provides centralized financial management, training, human resource management, public information, and project management services for the department.
- Plans, directs, organizes and assigns work activities, projects and programs. Monitors work flow and reviews and evaluates work products, methods and procedures to ensure timely and cost-effective results.
- Directs and may perform engineering management over large and complicated projects, directing and/or performing project planning and design, developing and administering project terms and conditions, and evaluating contract compliance.
- Directs the conduct of engineering studies that evaluate feasibility of proposed or ongoing projects or methods, or to determine solutions to existing field problems, assembling and evaluating technical data, providing technical leadership and solutions.

- Directs and participates in the development of the Public Works budget. Administers approved budgets, assigning responsibility for day-to-day budget implementation. Forecasts additional funds needed for staffing, equipment, materials, and supplies.
- Oversees selection, supervision and evaluation of assigned staff. Assigns work and ensures appropriate levels of training for staff at all levels. Initiates, recommends and administers personnel actions, personally handling sensitive personnel matters.
- Prepares and/or directs preparation of a wide variety of studies and reports related to the construction, inspection, maintenance, and repair of the City's public works infrastructure, including roadways, water, storm water and wastewater distribution and collection systems.
- Develops and maintains an emergency preparedness program enabling response to unanticipated community needs, incidents, hazardous materials weather-related needs, and catastrophic events. Arranges for and provides training to staff on response levels and approaches.
- Monitors and inspects progress of projects in the field, through reports, interaction with operations managers and crews and the review of completed work orders.
- Evaluates the level of service provided by the department as a basis for making improvements to productivity and cost effectiveness. Evaluates work methods and procedures, staffing, equipment, project scheduling, productivity and labor costs as guides to improving work practices.
- Directs and oversees public information for the department. Prepares communications about projects and roadway status and informational brochures. Directs and prepares annual work plans and annual reports for the department.
- Serves on a variety of committees and interagency groups. Participates with other department heads to assist the City Manager with strategic leadership of the City.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires advanced professional knowledge in modern theories, principles and practices of public works administration, engineering, capital construction management, field maintenance operations, and program development and administration. Requires advanced knowledge of the theory, principles, and methods of municipal organization design and information flow. Requires in-depth knowledge of all applicable laws, codes, ordinances and regulations governing public works construction, maintenance, and engineering activity. Requires in-depth knowledge of the principles and practices connected with budget preparation, administration, and financial management of projects. Requires knowledge of, and sensitivity to the issues influencing public works program and project development. Requires in-depth knowledge of research and analysis methods. Requires sufficient math skills to perform statistical analysis and interpret complex construction plans and maps. Requires sufficient knowledge of personal computer operations to direct building of relational databases that support departmental operations, and to access and apply common office productivity software. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires advanced knowledge and skill

in the English language to prepare and deliver professional and influential written correspondence and reports. Requires well-developed human relation skill to deliver persuasive talks to large and diverse audiences on matters that can be sensitive, present ideas clearly, resolve conflict, manage and review performance, and conduct advanced negotiations.

▪ **Abilities**

Requires the ability to plan, direct, and integrate the sub-functions within the department, including, but not limited to construction and maintenance of roadways, water and wastewater distribution and collection systems, engineering, urban renewal, vehicle maintenance, and fiscal management. Requires the ability to develop and administer business plans and budgets. Requires the ability to plan, organize, manage, and complete projects on a timely and cost-effective basis. Requires the ability to direct and perform difficult research and analysis. Requires the ability to understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to public works construction and maintenance. Requires the ability to analyze, interpret and explain proposed legislation and programs and the implications and impact on public works infrastructure. Requires the ability to present proposals and recommendations clearly, logically, and persuasively in public meetings. Requires the ability to represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues. Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to visit remote sites and to work extended hours for the purpose of conducting meetings and public processes. Requires the ability to conduct performance reviews of subordinates in line with the accomplishments of the department. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

▪ **Education and Experience**

The position requires a Bachelor's degree in civil engineering, construction, management, architecture, or closely related discipline plus eight years of progressively responsible experience in public works engineering construction management and supervision of professional, technical, and trades staff. A Master's degree is preferred and may substitute for some experience.

▪ **Licenses and Certificates**

Requires a valid driver's license and PE license in the State of Oregon.

▪ **Working Conditions**

Work is performed indoors and outdoors for site inspections.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.