



Position Description

Position: Director of Public Works

Department/Site: Public Works-Engineering

FLSA: Exempt

Evaluated by: Mark A. Freiburger, PE

Salary Grade: 133

Summary

Under the general guidance of the Mayor and City Administrator, the Director of Public Works provides leadership, direction, and oversight for the Public Works Department and its employees in accordance with State and Federal laws and City codes. Responsible for all department services including Engineering, Public Works Operations (Street, Storm Water, Parks, Facilities, Cemetery), Solid Waste (includes Fleet operations), and Wastewater. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the Mayor, City Administrator, and City Council.

Distinguishing Career Features

Manages responsibilities independently with only general direction, ensuring that applicable City ordinances, governing laws and generally accepted procedures and practices are followed.

Essential Duties and Responsibilities

- Plan, organize, direct, and evaluate the day-to-day functions, planning, and operation activities for the City's Engineering and Public Works Divisions of the Public Works Department.
- Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
- Oversee and participate in the development and administration of the Public Works Department budget; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Prepare the Capital Improvements Programs and long-range service or facility plans for streets, parks, facilities, wastewater, and storm drainage.
- Plan, direct and coordinate through delegation to assigned supervisors and departmental employees the Public Works Department's work plan to achieve maximum efficiency and effectiveness.
- Assures the safety of Public Works personnel in conjunction with the City's Accident Prevention Program.
- Ensures that citizen requests and/or complaints relating to departmental activities are investigated and resolved in a timely manner.
- Confer with the Mayor, City Administrator and City Council on administrative matters, legislation, and policies, making recommendations for action. Act as technical and management advisor on Engineering, Public Works, and Utilities issues; present as requested written and oral reports and recommendations.

- Serve on the city's Senior Management Team and Senior Leadership Team.
- Attend City Council meetings and coordinate Council Public Works Committee meetings.
- Represent the City in regional public works issues; communicate and coordinate efforts with a variety of individuals and organizations, including City employees and executive staff, local cities and counties, citizens, contractors, and others.
- Negotiate and manage contracts with consulting engineers, technical consultants, and public works contractors in accordance with the City's Procurement Policies and Procedures.
- Prepare or oversee the preparation of applications and supporting data for Federal or State grant funded programs; responsible for the administration and compliance of Federal and State laws regarding project funding, bid requirements, consultant selection and construction standards.
- Oversees the city's Equipment Repair and Replacement program.
- Manage city right of way and oversee right of way acquisition in accordance with federal and state law.
- Perform related duties as required.

Qualifications

Knowledge and Skills

- Federal, State, and local laws, ordinances, rules, and regulations relating to municipal public works projects and other assigned activities.
- Federal, State, regional and City programs, procedures, and funding sources related to assigned programs, projects, activities, and operations.
- Civil engineering principles and practices.
- Construction and maintenance methods, materials and equipment utilized in municipal public works.
- Planning, developing, and controlling large and multiple budgets.
- Principles and practices of administration, supervision, and training.
- Contract law and developing, reviewing, negotiating, and enforcing construction contracts.
- City organization, operations, policies, and objectives
- Create a work environment that fosters motivation in the work force.
- Involve (all) members of department in forming a (formal and informal) learning environment.
- Articulate goals and priorities for the department consistent with the City's goals and priorities.
- Reward creative, interactive, productive, and ethical behavior.
- Stress the consistent use of codes, standards, and policies.
- Institute planning and regular (strategic and operational) assessment of workload, programs, staffing, job expectations, performance, and finances.
- Apply consistent, inclusive, and process-based resolution of issues and conflicts.
- Create inter and intra-departmental communication links.
- Foster a sense of confidence and trust.
- Insist upon delivery of uniformly high-quality products and services.

- Basic research methods.

Physical Abilities

Ability to use a computer workstation for extended periods of time. Ability to sit at a workstation for extended periods. Ability to stand, work, and drive throughout the day. Occasional ability to lift, carry and put away parcels weighing up to 35 pounds.

Education and Experience

- Bachelor's Degree from an accredited college or university with major course work in public administration, civil engineering, or a related field. An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.
- Ten or more years of progressively responsible management experience in the field of Public Works Administration with five or more years of experience supervising multiple personnel.
- Must have advanced level of knowledge of civil engineering principles and practices; public works infrastructure design, construction and materials and techniques; developments and computer applications in the utility field; organization and project management principles.
- Must possess excellent customer service skills and the ability to act as an ambassador to the community.
- Must work collaboratively with all other City Departments.
- Must be an effective communicator orally and in writing.
- Must be able to proactively administer projects from concept to closeout; to perform research and prepare clear and concise technical reports; work effectively with property owners, contractors, consultants, staff, and the public.
- Organized, efficient, creative, and capable of implementing multiple tasks simultaneously.

Licenses and Certificates

- Requires a valid Washington State Driver's License and a driving record acceptable to the city.
- Registration as a Professional Engineer in the State of Washington is desired; an equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.

Other Licenses which are desired and may be required:

- First Aid/CPR certification.
- FEMA Incident Command System Level 400.

Working Conditions

Work is performed both in the field and in a fast-paced office setting with frequent interruptions from customer phone calls, City staff, company representatives and citizens. Will occasionally be required to visit job sites and be exposed to varying weather conditions. Sitting for extended periods of time. Walking to and from job sites or inspections. Will be required to attend evening meetings.

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.