

# Public Works Director

FLSA Status: *Exempt*

## General Definition of Work

Under general direction, performs managerial and administrative work in developing, directing and evaluating the programs and services provided by the Department of Public Works. Work involves planning, developing and administering programs and services, including, but not limited to:

- paving, repair, and maintenance of City streets;
- maintenance, repair, and construction of sidewalks;
- maintenance of City-owned rights-of-way;
- maintenance, repair, and construction of water and sewer distribution lines;
- maintenance, repair, and construction of stormwater management facilities;
- residential refuse collection and disposal;
- maintenance and repair of City-owned vehicles and equipment;
- management of the City's vehicle fleet;
- other physical infrastructure projects, as necessary

Directs the work of subordinate supervisors who implement daily operational activities and supervise field staff. Develops department goals and objectives. Identifies, obtains, and allocates needed resources, and assesses departmental programs and services. Reports to the Assistant City Manager.

## Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

## Essential Functions

- Plans and directs all of the programs, services and use of resources for the Department. Develops and implements departmental goals and objectives. Formulates policies and procedures, including safety procedures. Ensures safety compliance in accordance with state and federal regulations. Ensures that programs and services meet applicable state and/or federal requirements.
- Manages staff engaged in developing and implementing the daily activities and services of the Department's programs. Performs a variety of duties associated with supervising staff to include hiring, assigning work, ensuring professional development and training, establishing performance standards, evaluating work and providing guidance, direction and discipline as necessary. Prepares work schedules and approves schedule requests.
- Develops and administers the overall Department budget. Evaluates and approves expenditure requests; allocates funding according to program needs.
- Evaluates the condition of Department facilities, equipment and supplies. Coordinates the repair and/or replacement of equipment. Ensures facilities receive the proper maintenance, cleaning, and upkeep; prepares maintenance lists, purchase orders, and repair schedules.
- Performs a variety of administrative duties associated with managing the department. Prepares monthly reports on activities, programs, and use of resources. Processes paperwork, and prepares correspondence.
- Performs public relations duties, as required, to promote Department programs and services. Serves as a member of the City's senior-level management team. Attends public meetings, as required, and presents departmental programs and information in a public setting. Collaborates with other senior-level department

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managers to coordinate programs, services, and the allocation of resources. Works to resolve complaints and/or problems with services.

Performs other work, as required.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of public or business administration including municipal finance practices and personnel management. Thorough knowledge of departmental objectives, procedures and organization. Ability to devise detailed procedures and methodology, as well as business process modeling. Thorough knowledge of modern office practices, procedures, equipment and systems. Demonstrated ability to communicate effectively to maintain good working relationships with City Officials, Co-Workers and Department Heads, and the General Public. Demonstrated ability to organize and prioritize multiple tasks and to exercise initiative and discretion. Ability to communicate complex ideas effectively, both orally and in writing. Ability to work collaboratively in a team environment to accomplish organizational goals and be comfortable in all manner of team problem solving. Demonstrated proficiency in working with elected officials, business leaders, non-profits, subordinate employees, etc. in a fast paced, political environment. Experience in managing departments, budgets, and high-profile projects. Ability to maintain confidentiality with sensitive information. Strong presentation skills are crucial. Ability to take technical and complex information and communicate it clearly and concisely to the City Manager and/or City Council to assist in making informed decisions for the organization.

## Education and Experience

Position requires a minimum of 5 years of experience managing public works operations and services; an associate's degree in a job-related field; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform the job. Position may be required to obtain a commercial drivers license as a condition of employment.

## Physical Requirements

Work is performed in both office and field environments. Duties may include site visits to construction areas, exposure to varying weather conditions, and responding to emergencies outside normal working hours. Ability to lift up to 25–50 pounds occasionally. Ability to carry light equipment, or tools, Occasional handling of heavier items (often with assistance or equipment)

## Special Requirements and Related Obligations

Night, weekend, and holiday hours may be required. Requires the ability to function as a team member and must be adaptable to performing effectively under moderate to varying levels of stress. Requires the ability to embrace change and function as a lead agent of change within the organization. Requires strong oral, written and personal communications skills and the ability to connect with people from all walks of life.

I accept the responsibilities of this position and the requirements therein.

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Signature/Date