

Position Description:	Public Works Director
Department:	Public Works
Supervised By:	City Administrator
Supervision Duties:	Yes
Employment Status:	Exempt



GENERAL DESCRIPTION

Administers, plans and directs the operations of the Public Works Department which includes the areas of water, sewers, streets, storm drains, parks, building and grounds maintenance, development and building plan review inspections, code enforcement, transportation, emergency planning, and solid waste collection/recycling; does related work as required.

The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established in the city's Performance Management System.

Typical Duties

1. Assists with the preparation and implementation of Public Works objectives and activities and in the evaluation of accomplishments.
2. Monitors Public Works projects including work performed by contractors; provides technical assistance and solves technical field problems.
3. Reviews and makes recommendations on building and development plans submitted to the city; monitors private construction projects and coordinates with the Building Inspectors.
4. Prepares annual budget recommendations and capital improvement proposals for areas of responsibility; reviews and monitors departmental expenditures and revenues.
5. Prepares plans, specifications and cost estimates for minor construction projects; inspects city projects.
6. Administers public works contracts which includes preconstruction meetings, providing city inspection and recommending final acceptance; works with consultants and other agencies on engineering matters.
7. Prepares and presents operational and technical reports and recommendations regarding Public Works to the City Administrator and city council.
8. Coordinates Public Works activities with other agencies and jurisdictions.
9. Researches and prepares recommendations regarding financing alternatives; prepares grant applications and proposals.
10. Exercises tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
11. Responds to inquiries and complaints from the public; oversees code enforcement activities.
12. Provide pertinent and timely information for the city newsletter and website.

13. Makes presentations to city management, City Council and city committees and commissions; attending meetings as necessary. Represents the city at meetings of other public and private organizations.
14. Participates as an active member of the City Administrator's management staff by contributing to policy formulation, program development and organization planning.
15. Provide pertinent and timely information for the city newsletter and website.
16. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
17. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

18. Other duties as assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

Minimum of a Bachelor's degree in Civil Engineering or related field; and three years of progressively responsible experience in public works operations including supervisory responsibilities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties will be considered.

Certifications and Licenses

1. Must have a current Oregon Driver's License or the ability to obtain one.
2. The ability to obtain a Commercial Driver's License.

Skills, Knowledge and Abilities

1. Thorough knowledge of materials, methods and techniques used in the construction and maintenance of streets, sewers and water facilities; water distribution systems; parks and grounds development and maintenance.
2. Considerable knowledge of the principles and practices of civil engineering.
3. Some knowledge of municipal budget laws and process.
4. Communicate effectively both verbally and in writing.
5. Plan, organize and direct the work of others to meet overall objectives and goals.
6. Prepare clear and concise reports.
7. Plan and prepare cost estimates on construction and maintenance projects; solve technical engineering problems.
8. Skilled in interpreting blueprints and drawings.
9. Skilled in the operation of light and heavy construction equipment.
10. Accurately record and maintain records.
11. Analyze and compile complex data.
12. Analyze problems and recommend solutions.
13. Use sound judgment in decision making.
14. Identify and respond to public, city council and employee concerns.
15. Proficient in the use of a variety of general office equipment.
16. Proficient in the use of MS Word, Excel, PowerPoint and Outlook; typing at a speed necessary for successful job performance and high productivity.
17. Knowledge of the principles of supervision, personnel practices and current city guidelines and policies for all employees.

18. Ability to comprehend and explain various state and local laws and regulations pertaining to areas of responsibility.
19. Ability to work independently to accomplish administrative tasks.
20. Ability to establish and maintain effective working relationships with employees, city departments, committees, city officials, other jurisdictions contractors, and the general public.
21. Skilled at project management and time management.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required while operating light and heavy construction equipment, computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Approximately 15% of the work period occurs outdoors with temperatures varying from zero to over 100 degrees, including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, chemicals, paint, pollen, etc. Hearing protection and other safety related gear may be required for some work activities. Employee occasionally works with a video display terminal for prolonged periods. May involve confined space entry.

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Usual field work conditions: all weather conditions. Work assignments require attendance at evening meetings, e.g. city council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.