

## **POSITION DESCRIPTION**

Class title: Director of Public Works  
Department: Public Works  
Date: February 2014

Union: AFSCME #1415  
Location: City Wide

### **GENERAL PURPOSE**

Plans, organizes, and supervises public works activities, contracts, and personnel, including: the collection and disposal of refuse; maintenance and repair of the municipal water and sewer system, recreation areas, compost site, streets, alleys, sidewalks, curbs, gutters, storm sewers, cemetery, recreation facilities, city owned buildings, repair and maintenance of vehicles and equipment. Prepares departmental work schedules, bid specifications, budget requests, reports, and keeps records. Exercises technical and supervisory responsibilities in the operation of water distribution and sewage collection, cable TV and internet distribution and electric . Supervises the installation and maintenance of equipment, and all public works projects. Supervises the daily operations of the department for infrastructure, during regular as well as overtime hours as emergencies may require. Plans and schedules work activities with available personnel involving all aspects of infrastructure. Travels throughout the city to review department activities, advising or assisting work crews with scheduled as well as unscheduled repairs and/or maintenance. Answers citizen complaints and personally investigates problems concerning citizen's inquiries.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Manager.

### **SUPERVISION EXERCISED**

Exercises supervision over public works employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plan, organize, and supervise the construction, maintenance, and repair of water and sewer systems, streets, alleys, sidewalks, and drainage systems.

Plan, organize, and supervise the collection and disposal of refuse, street cleaning, snow and ice removal, tree removal, and other departmental activities.

Supervise the care and maintenance of city-owned buildings and facilities

Supervise and provide review input for of capital improvements and maintenance plans.

Assist in the development of asset management plans.

Supervise the maintenance of municipal park, recreation areas, and municipal cemetery.

Consults with department employees regarding departmental projects, operations, goals, and priorities.

Maintains close liaison with appropriate staff to insure proper work performance and equipment operation and maintenance is achieved.

Participates in the selection of materials and equipment used by the various departments.

Primary responsibility in disciplining, and counseling of employees and assist in the hiring.

Makes field inspections to evaluate progress on public works construction or repair projects including necessary corrective actions.

Supervises the preparation and maintenance of departmental records and reports.

Supervises and participates in the handling of citizen complaints pertaining to departmental activities.

Prepares departmental budget requests. Prepares departmental correspondence, records, and reports.

Oversees the storing, dispensing, and inventory control of departmental materials and equipment.

Prepares equipment and plant specifications and standards.

Plans, coordinates, and supervises the activities of personnel involved in the operation of all public utilities.

Supervises the repair of all public utilities and equipment. Consults with engineers concerning major improvements.

Prepares bid specifications and related documents.

Prepares or supervises the preparation of detailed records of operations.

Consults with the City Manager and other officials and department heads regarding operations, services, and policies.

Prepares employee work schedules and approves time records.

Operates machinery and plant facilities as required.

Investigates and implements new technologies and work practices for improvements in safety, productivity, and efficiency.

Supervises the purchase and storing of necessary supplies and equipment.

Performs related work as required.

Performs duties within work rules and safety policies of the City, State and Federal guidelines and laws.

### **PERIPHERAL DUTIES**

Attends budget, City Council, Parks and Recreation and other meetings as required.

Assists in the training of City personnel in public works systems and techniques.

### **DESIRED MINIMUM QUALIFICATIONS**

Education: Possession of a Bachelor's degree or the equivalent.

Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in civil engineering and five to eight years of progressively responsible civil engineering and public works or utilities experience, at least four at a supervisory level; or an equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Considerable knowledge of infrastructure principles, practices and methods as applicable to a municipal; setting; thorough knowledge of applicable City policies, laws, and regulations affecting department activities;
- (b) Skill in operating the listed tools and equipment
- (c) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary infrastructure research and compile comprehensive reports.
- (d) Ability to make prompt decisions on complex matters and make evaluations concerning day to day operations.
- (e) Ability to perform or supervise the performance of a variety of projects, receive unexpected top priority assignments and solve interpersonal or procedural problems simultaneously amidst frequent interruptions.
- (f) Ability to resolve complex problems which require the evaluation of alternative methods or solutions.
- (g) Ability to set objectives, delegate, and prioritize workflow in such a way that the overall mission and/or goals of the Department are met.

- (h) Ability to solicit cooperation from persons and departments throughout the City.
- (i) Ability to plan, organize, supervise, and review the work of subordinate employees/supervisors.

**SPECIAL REQUIREMENTS**

- (a) Must possess a valid State driver's license or have the ability to obtain one prior to employment; Class B Commercial Driver's License preferred;
- (b) Appropriate water and sanitary sewer licenses may be required or have the ability to obtain.

**TOOLS AND EQUIPMENT USED**

Personal computer including; word processing, spreadsheet, and data base; motor vehicle; phone; radio; calculator; fax and copy machine. Operational knowledge of heavy equipment.

**PHYSICAL DEMANDS**

The 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 the essential functions.

Work is performed in office settings and some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**MENTAL DEMANDS**

While performing the duties of this position, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with peers, subordinates, officials and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.*

*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.*

Approval: \_\_\_\_\_  
Jeff Thornton

Effective Date: December 1993

Revision History: March 2007, March 2012  
April 2014