

POSITION DESCRIPTION



CLASS TITLE:	Appointee	DATE COMPLETED:	2020
FUNCTIONAL TITLE:	Director of Public Works	FLSA STATUS:	E
DEPARTMENT:	Administration	CLASS NUMBER:	N/A
IMMEDIATE SUPERVISOR(S):	Mayor	JOB CODE:	0315

JOB FUNCTION:

The Director of Public Works is an upper management supervisory position requiring the ability to function with little or no supervision under the general direction of the Mayor and providing assistance, as needed, to the City Council. The Director of Public Works administers the City's Public Works systems and programs, including planning, organizing, developing, and managing daily activities for the Public Works Department.

ESSENTIAL JOB FUNCTIONS:

1. Directs, coordinates, and delegates departmental activities and functions of the Public Works Department through subordinate supervisory personnel.
2. Establishes, implements, and trains employees on departmental policies and procedures.
3. Evaluates reports, records, and directives and confers with supervisory personnel to obtain data required for planning departmental activities, such as new departmental commitments, status of work in progress and problems encountered.
4. Oversees work of the consulting engineer and the engineer's office.
5. Assists City Council members with capital project and maintenance plans.
6. Submits ordinances and resolutions for consideration to the governing authority.
7. Oversees the activation of the Department of Public Works during emergency situations; creates and maintains related requisite documentation on all disaster expenses for LAOEP and FEMA.
8. Gives directions, resolves problems, prepares work schedules and sets deadlines to ensure completion of operational functions.
9. Responsible for the supervision and control of the following divisions, each with a distinct function in the Public Works Department: Administration, Buildings and Grounds, Streets, Water and Sewer
10. Prepares, reviews, and monitors departmental budget and is responsible for ensuring that all supplies, materials, and services are acquired in accordance with the City purchasing policy and procedures.

11. Submits to the City Council, the annual budget for the Department of Public Works and monitors expenditures throughout the year.
12. Coordinates activities of department with interrelated activities of other departments to ensure optimum efficiency and economy.
13. Prepares reports and records on departmental operations for the Mayor, and if directed by the Mayor, to City Council members.
14. Evaluates current procedures and practices for accomplishing activities and functions of department to develop and implement alternate methods designed for improvement of work.
15. Responsible for the procurement of public bids on capital projects and large maintenance projects.
16. Represents the City through associations with other government agencies, community and civic organizations, and professional organizations.
17. Any other duties as assigned by the mayor.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. A bachelor's degree from a recognized and accredited school of engineering
2. Five (5) years of significant experience managing multiple long-term projects
3. Five (5) years of supervisory experience, inspecting and evaluating the work of various professional, skilled, and semi-skilled workers
4. Ten (10) years of experience working within civil infrastructure and/or public utility programs, including water and sewer
5. Possession of registration as a Professional Engineer is desirable.
6. Any equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities to successfully perform the duties of this position

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. General knowledge of the principles and practices of civil infrastructure and public utility programs.
2. Knowledge of sound techniques in all aspects of roadway construction and drainage structures, water production, water distribution, sewer collection, and sewer treatment processes.
3. Knowledge of sound administrative programs.
4. Ability to develop long-term plans and programs and to evaluate work accomplishments.
5. Ability to apply and adapt practices and techniques to the special requirements of the City.
6. Ability to establish and maintain effective relationships with other City officials, employees, and the public.
7. Ability to present facts and recommendations effectively in oral and written form.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

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.

1. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee frequently is required to talk and hear and must be physically able to conduct, attend and actively participate in meetings both with City officials, employees, and the general public.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

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

1. While performing the duties of this job, the employee works both indoors and outdoors. Regularly uses a computer or other similar office equipment in an indoor situation. Work is normally performed in an office setting, but work site visits may be required.
2. While performing the duties of this job outdoors, the employee occasionally works near moving mechanical parts. The employee is frequently exposed to wet, hot and/or humid conditions.
3. The noise level in the outdoor work environment is usually moderate to loud.

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.

The job description does not constitute an employee 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:

CLASS TITLE:	Director of Public Works	
FUNCTIONAL TITLE:	Director of Public Works	
DEPARTMENT:	Administration	
	Mayor	Human Resources Director