

DIRECTOR OF PUBLIC WORKS

The City of Kenner, Louisiana, which is located in the culturally rich New Orleans Metropolitan area with a population of approximately 70,000 residents is seeking a dynamic highly motivated leader who can work effectively and collaboratively with the City Administration, Council Members, Individual departments/divisions within Public Works, consultants as well as other governmental agencies and Local, State and Federal public officials. The Director of Public Works will be responsible for overseeing/managing the City's drainage/streets systems, sewerage system (including one Wastewater Treatment Plant), Parkways, Fleet Division, as well as the handling of Capital Projects. The Director's duties and responsibilities include, but are not limited to the following:

1. Provide policy development and management guidance in the area of streets/drainage systems, sewer system, parkways, and fleet;
2. Evaluate departmental operations in streets/drainage systems, sewer system, parkways, and fleet and report to Deputy Chief Administrative Officer (Deputy CAO);
3. Be responsible for capital facilities/projects planning;
4. Counsel with Deputy CAO on policy decisions affecting department;
5. Direct administrative and field staffs;
6. Direct the department in formulating and evaluating operating policies, programs, and procedures;
7. Prepare reports on departmental/divisions operations evaluating performance against established objectives and special reports on operating problems or plans as required;
8. Coordinate capital/operating budget formulation activities in the department;
9. Prepare policy statements and plans for the department;
10. Manage daily operations of the department;
11. Prepare annual operating and capital budget, approve expenditures and monitors revenues, collections and insures all line items are within the allotted budget amounts at the end of the fiscal year;
12. Receive and respond to complaints regarding departmental operation and other issues;
13. Oversees the handling of all personnel matters such as conducting staff meetings, hiring, performance evaluations, discipline/discharge, transfers, promotions, by assigning responsibilities for specific work or functional activities and dissemination of policies to supervisory personnel;
14. Carry out any and all duties as assigned by the Deputy CAO, Chief Administrative Officer (CAO), and Mayor;
15. Review and approve capital projects plans and specifications, as well as permit requirements.

MISCELLANEOUS INFORMATION:

There shall be a Director of Public Works who shall be appointed by the Mayor. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check, drivers' license check, health screening and drug/alcohol screening.

SALARY RANGE:

The City of Kenner offers competitive salaries, excellent fringe benefits and a generous retirement package. The salary range for the position is \$90,000.00 - \$130,000.00. Starting salary will be commensurate with education and experience.

QUALIFICATION REQUIREMENTS:

Minimum Requirements: Shall have a four-year degree in civil or sanitary/sewerage engineering, with a minimum of eight (8) years of relevant experience and active registration as a professional engineer in the State of Louisiana. Must have at least 3 years of experience in a responsible managerial/administrative position.

Preferred Requirements: Bachelor's degree in Civil Engineering and active registration as a professional engineer in the State of Louisiana, supported by ten (10) years of public works management and supervisory experience with public works agency.

The successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

Interested qualified candidates please forward resume and salary expectation to: wfolse@kenner.la.us or mail to City of Kenner, Personnel Department, 1801 Williams Boulevard, Building C, 2nd floor, Kenner, LA 70062.