



Class Title: Public Works Director
Department: Public Works
Reports to: City Manager
Classification: 19
Salary Range: \$74,848 to \$112,272

GENERAL STATEMENT OF JOB

Under the general supervision of the City Manager, however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives; plans, develops, supervises and directs City's Public Works operation. Work involves the responsibility for directing all phases of municipal public works; formulates policies and coordinates activities in accordance with general policies established by the City Manager. The Director of Public Works exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees. The employee is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and adherence to procedures; department personnel functions, public grounds and facilities management, monitoring City's CIP projects, streets and stormwater system. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public.

ESSENTIAL JOB FUNCTIONS

Directs the daily operations of the Public Works Department's divisions (City buildings, public grounds, streets and stormwater, City vehicles).

Directs and supervises duties of assigned professional, supervisory, maintenance and support staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems, and recommending employee transfers, promotions, discipline, discharge, and salary increases.

Provides for the adequate training and development of department staff.

Establishes and maintains the philosophy, vision and goals of the department; develops monthly, annual and five-year plans for department projects and activities.

Develops and administers the department budget; approves expenditures and oversees the development and collection of department revenue. Seeks and administers grant funds for special projects and programs.

Oversees department and City capital improvement projects and other development and construction activities.

Cooperatively works with other City Department Heads to develop City's five year CIP plan; collaboratively or independently manages a number of assigned CIP projects.

Prepares requests for proposals and pre-bid documents; recommends successful bids.

Develops and oversees the department's equipment replacement program; ensures the availability of safe, properly working equipment at all times.

Serves as department liaison to City management, City Council, other City departments, community/civic organizations, boards and commissions, committees, and various government and other agencies.

Receives and responds to public inquiries, requests for assistance and complaints.

Attends community meetings and events as appropriate. Attends City Commission meetings and provides information as requested.

Receives and reviews various records and reports including revenue reports, vehicle maintenance records, monthly reports, requests for proposals, architectural drawings, budget reports, meeting minutes, accident and incident reports, etc.

Prepares a variety of documents, including but not limited to performance appraisals, budget documents, grant applications and documentation, requests for proposals, technical reports, and various other records, reports, memos and correspondence.

Interacts and communicates with various groups and individuals such as the City Manager, City Council, City department heads and personnel, subordinates, commission and board members, committee and task force members, civic/community organizations, other government agencies, consultants, architects, engineers, news media and the general public.

ADDITIONAL JOB FUNCTIONS

Assists various department divisions with duties as necessary.

Performs general administrative/clerical duties as required, including preparing reports and correspondence, entering and retrieving computer data, attending and conducting meetings, reviewing correspondence, etc.

Performs related duties as required by City Manager.

MINIMUM TRAINING AND EXPERIENCE

Considerable administrative and operational public works experience; graduation from a four-year college with major thrust in public works administration with course work in civil engineering; PE preferred; 5 years progressive experience as Municipal Public Works Director/Supervisor. A combination of education and experience may be considered.