

TITLE: Director of Public Works
PAY GRADE: U
DEPARTMENT: Public Works
STATUS: Exempt
REPORTS TO: City Manager
APPROVED BY: City Manager
REVISION DATE: June 2018



PURPOSE OF POSITION:

The purpose of this position is to plan, direct, manage and oversee the activities, projects and operations of the Public Works Department including engineering, street maintenance, building maintenance, central garage, forestry, snow and ice control, street light, refuse collection, parking operations and maintenance programs; and to provide highly responsible and complex administrative support to the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assumes full management responsibility for all Public Works Department services and activities including street maintenance and construction, building maintenance, engineering, central garage, forestry, snow and ice control, street light, refuse collection, parking operations, and maintenance programs.
2. Directs the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within city policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Carries out all duties as prescribed by the City Charter.
5. Plans, organizes and directs the activities of the Department through subordinate level supervisory positions for the Department's work plan. Assigns projects and programming areas of responsibility.
6. Reviews and evaluates subordinate supervisors work methods and procedures. Meet with management team to resolve identified concerns.
7. Assesses and monitors workloads, administrative, operational, and support systems. Identifies opportunities for improvement. Directs and implements necessary changes.
8. Interviews and selects new employees; provides training and instruction; provides leadership and motivation to the Department. Evaluates performance. Works with employees to correct deficiencies, and acts on problems and concerns; implements discipline and termination procedures.
9. Serves as a City resource for technical engineering expertise.
10. Assists with the preparation of the City's annual Five-Year Capital and Revolving Public Improvement Program budget.
11. Oversees the development and administration of the Public Works Department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies for long term budgeting; monitors expenditures and implements budgetary adjustments as appropriate and necessary.
12. Explains, justifies and defends Public Works Department programs, policies, and activities; Works and resolve sensitive and controversial issues.
13. Represents the Public Works Department to other city departments, elected officials and outside agencies.
14. Coordinates Public Works Department activities with those of other departments, outside agencies and organizations.
15. Assesses and monitors the City's infrastructure to provide adequate levels of public service both for existing systems/networks and future developments.

16. Represents the Public Works Department to the general public. Responds to citizen inquiries and complaints.
Attend meetings of the City Council as requested.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering or closely related field. Master's Degree preferred. Must have a minimum of 10 year of increasingly responsible experience in public works management, construction, or related field, and five (5) years supervisory experience.

Must be registered Professional Engineer in the State of MO.

Must have valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to solve problems relating to the field of engineering and Public Works.
- Knowledge of principles and practices of Civil Engineering as applicable to municipal Public Works.
- Knowledge of investigation, design and construction of general Public Works projects.
- Knowledge of operational characteristics, services and activities of a comprehensive public works program.
- Management skills to analyze programs, policies and operational needs.
- Knowledge of construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers.
- Knowledge of the principles and procedures of facility maintenance.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of the principles and practices of program management, development and administration.
- Ability to plan, organize, manage, direct, and evaluate the work of subordinate employees.
- Ability to delegate authority and responsibility.
- Ability to lead and direct the operations, services, and activities of the department.
- Ability to determine the feasibility of various municipal projects.
- Ability to coordinate design, construction, inspection, and maintenance activities.
- Ability to identify and respond to community issues, concerns, and needs.
- Ability to prepare and administer large and complex budgets, and control expenditures.
- Ability to promote a safe work place.
- Ability to establish and maintain effective working relationships with other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment, including computer hardware and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.

- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force frequently or constantly to move objects. Frequent physical activities include reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception, visual inspection using measuring devices, operation of motor vehicles or equipment, and able to see danger; and the ability to adjust focus.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions, although employees is subject to indoor and outdoor environmental conditions. Outdoor conditions may include weather extremes, hazardous project locations, chemical/fumes exposure and insects.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.