



PUBLIC WORKS DIRECTOR

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Public Works Director	Effective Date:	January 1, 2020
Working Title:	Public Works Director	Type:	Management/Supervisory
Department:	Public Works	Supervisor:	City Manager
FLSA Status:	Exempt	Supervises:	Public Works Division Manager, Public Works Project Manager, Parks & Facilities Division Manager, Public Works Permit Specialist

CLASSIFICATION SUMMARY

This department director position plans, directs, coordinates, and evaluates the activities and operations of the Public Works Department, including the Divisions of Water, Stormwater and Street, Parks and Facility Maintenance, and Environmental and Technical. The Public Works Director provides technical guidance for the City Manager, the City Council and their appointed Boards and Commissions; directs public works projects by using management principles and adhering to City and Department goals and objectives mandated by rules and regulations, and the priorities determined by the City Council and Urban Renewal board; administers major capital improvement projects including regional transportation, sewer and water resources, develops and manages annual department budget; reviews and monitors expenditures within budgetary funds. Serve as the City's Emergency Manager. As a Department Director, assumes the duties of the City Manager as assigned.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

100% Job Duties

Directs, plans, coordinates, and evaluates the operations of the Public Works Department by using management principles and adhering to City/Department goals and procedures; supervises the preparation of the Department operational programs.

Develops and implements policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Public Works Department in compliance with City standard and federal, state, and local laws.

Develops and directs short and long range plans, goals and objectives for departmental systems and activities by using management principles and adhering to City and Department goals and objectives mandated by rules and regulations, and the priorities determined by the City Council and Urban Renewal board. Responsible for facilitation and development of Master Plans – the City Council's preferred method of establishing long range goals of the department.

Provides managerial team leadership and directs the selection, supervision and evaluation of department staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.

Directs and monitors the contract engineer, construction activities, operations, and maintenance of water, sewer, storm water, and transportation systems; develops and oversees the capital improvement projects for each of the systems.

Oversees the Parks and Facilities Division team who provides services for the city including capital improvements, park and open space acquisition, and operation and maintenance of the program.

Prepares, presents and administers the annual department budget; reviews, approves and monitors monthly expenditures and takes action as needed to ensure compliance with approved budget levels and standards; monitors and recommends fee and staffing adjustments as needed to maintain service levels in accordance with revenue projections.

Oversees contractual engineering functions for all development applications for compliance with City development standards.

Supervises or develops writing of requests for proposals, grant applications, inter-governmental agreements and bidding specifications for projects undertaken by the department; evaluate proposals and bids and makes recommendations to the City Manager.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

Serves as City's Emergency Manager.

Coordinates with local Police, Fire and County agencies prior to and during a disaster.

Coordinates training, mock exercises; maintains data necessary to keep the City compliant with National Incident Management System (NIMS) Federal Rules and Regulations.

Performs all of the necessary written administration functions to perform job duties.

Required to attend all Council meetings scheduled or unscheduled.

Represents the Public Works Department at City Council meetings, various regional and local organizations, and professional meetings as directed or needed to provide information on projects established by the current Public Works budget.

Participates as a member of the City Management Team to provide input on City operations and communications; ensures pertinent information received is delivered back to department staff.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl with some work performed outside in varying and extreme weather conditions. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as a computer and various software programs, motor vehicle, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include contact with employees and customers in conflict situations.

Contact with the news media regarding Public Works matters including sensitive, difficult or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment, and/or independent action.

Occasional travel includes local and regional meetings and regular visits to work sites that may contain chemicals, machinery or heavy equipment. May be required to work evenings and weekends.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree in public administration or business administration management, engineering, or related field and five years of progressively responsible public works experience as well as a minimum of three years of mid-management level or higher experience including supervisory experience and direct responsible charge (DRC) experience or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Possession of and ability to maintain a valid Oregon driver license.
- Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

- Principles, practices, procedures, regulation, and techniques of public works.
- Management techniques, principles, and practices to support and maintain an environment for efficient and cost effective operations.
- Organizational budget management, including budget preparation and expenditures control.
- Management and supervisory principles and practices.
- Principles, practices, and methods of intergovernmental relations, leadership, and municipal grant writing and administration, public involvement, and employee & citizen communications.
- Local, state, and federal laws and legislation associated with Public Works.

Skill & Ability

- Plan, direct, review, and oversee the activities and operations of the Public Works Department, including supervising and evaluating the work of subordinates.
- Develop departmental goals and objectives using or updating the Public Works Strategic Plan as a basis to direct, conduct and implement planning activities.
- Prepare concise and technical reports.
- Evaluate department operations or procedures and develop corrective actions to resolve problems.
- Establish and maintain effective working relationships with City management, employees, Council members and other volunteers, other agencies, and the general public.
- Communicate effectively, both orally and in writing with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within one (1) year of hire: NIMS ICS 100, 200, 300, 400, and 700, American Public Works Institute Certificate of Completion.
- In lieu of Direct Responsible Charge (DRC) experience, must be eligible and obtain within 6 months: Oregon Health Authority (OHA) Water Distribution Level III AND OHA Water Treatment Level I Certificates.