

Delta City

Job Description



Job Title:	Public Works Director	Job Code:	200
Division:	Administration	Effective Date:	
Department:	Public Works	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative and managerial** duties related to planning, organizing, coordinating, controlling, and directing all phases of city-wide public works operations, including water, sewer, streets, irrigation, storm water, equipment maintenance, parks and airport facilities & grounds. Acts as city Animal Control Administrator.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor and City Council.

SUPERVISION EXERCISED

Provides general direction to Assistant Public Works Director, Maintenance Field Supervisor, Public Works Maintenance Operator(s) IV, III, II and I, Parks Maintenance Supervisor, Custodian/Gardner and Animal Control Officer/Laborer.

ESSENTIAL FUNCTIONS

Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on public works issues; provides technical insight and recommendations related to determining policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with time tables and deadlines.

Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations; implements city policy related to department functions; develops and recommends policy changes consistent with established master plans and goals.

Develops, organizes and facilitates comprehensive capital improvement program; allocates departmental resources to research, evaluation, analysis and implementation of project phases; participates with and cooperates in interagency, intergovernmental and private enterprise programs and projects which enhance the quality of life for city residents.

Performs preliminary engineering and project designing; meets with public, developers, entrepreneurs, and contractors; discusses capital improvement and public works issues; interprets city ordinances pertaining to department responsibilities; recommends makes bid selections.

Determines work and project priorities for delegation of assignments to supervisory personnel; develops guidelines and deadlines; provides quality assurance review of work in progress; monitors and administers consultant service contracts; performs critical incident or emergency decision making related to city service systems and commits city resources.

Plans, organizes, directs and coordinates the administration of the department including all aspects of the culinary water system, water storage and distribution, sewer collection and processing, street construction and maintenance, irrigation, vehicle maintenance, parks & management, airport grounds & facilities, etc.

Monitors the application of and compliance with planning and zoning regulations and ordinances; oversees enforcement functions related to building codes; monitors inspection functions.

Initiates and coordinates with City Administrative Officer/City Recorder regarding various personnel actions such as recruitment, advancement, discipline and discharge; manages and evaluates employee performance; delivers training to staff to assure desired work quality, efficiency and effectiveness.

Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects and equipment acquisitions; coordinates bid processing and awards with city administration.

Plans, organizes, directs and implements department safety program as needed to comply with federal, state and city safety standards; monitors department safety practices; directs, coordinates and performs various seasonal operations including snow removal, water system winterization, chemical applications, etc.; operates complex equipment to training staff and assist with field operations.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus two (2) years of specialized training directly related to above duties;
AND
- B. Ten (10) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems; five (5) years of which must have been in a lead or supervisory capacity;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer and street construction and maintenance and the collection and delivery of culinary water and waste water; EPA/DEQ regulations and various state and federal environmental quality laws (Safe Drinking Water Act, etc.); SCADA monitoring equipment; equipment and materials used in construction and maintenance operations; safety practices and involved in public works; current codes, standards, safety practices and principals involved in public works; principles of management and employee supervision; safety practices and principals involved in public works operations; liabilities associated with public works operations and practices; general planning methods, organization communications, etc.; budget development and financial management; basic accounting, basic equipment operation. **Working knowledge of** basic civil engineering principles and practices.

Considerable skill in the art of diplomacy and cooperative problem solving. Skill in the use computer and various applications.

Ability to plan, coordinate, direct and supervise personnel; apply laws, ordinances and regulations common to public works operations; operate personal computer and various software applications, i.e., MS Office, Power Point; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must possess a valid Utah Commercial driver's license. As required by State regulations, must be certified at the required level as a Water Distribution Operator and Wastewater Operator. Works 24 hr. on-call.

4. Work Environment:

Generally, incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, involving varying degrees of muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity is essential to daily functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular local travel required in normal course of job performance. Regular exposure to weather extremes associated with project management and occasional equipment operation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I have reviewed this position description that I currently hold with Delta City.

Signature _____

Date Signed _____