



PUBLIC WORKS DIRECTOR

GENERAL DESCRIPTION OF DUTIES:

The Public Works Director is responsible for the day to day operations of the Public Works Department, assignment of duties, setting work standards, evaluating employees and responding to the ever changing needs of the city and the community. This position is also responsible for the development and implementation of the departmental budget, the establishment of procedures for emergency call-outs and services to maintain, repair and manage the city's streets, sanitary and storm sewer system, water system, facilities, and city parks and open spaces.

The Public Works Director manages the union contract for related employees and must ensure that the city complies with the provisions of the contract. The Public Works Director is a critical position and important member of the City's management team. This is an exempt position that reports directly to the City Manager and will make regular progress reports to the City Council.

As the supervisor of the Maintenance Division, this position is responsible for management of the day-to-day operations of public works utility, facility and parks systems. This position communicates with City staff, other government agencies, city officials, and the public. Under general direction, performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, water, sewer, street, street light, storm water and other public works projects and programs.

EDUCATION AND CERTIFICATION:

An employee in this position must have a high school diploma or GED and have or acquire the following certificates within six months:

- Water Distribution II
- Wastewater Treatment II
- Wastewater Collection II
- *High School diploma or equivalent GED*
- *Valid Oregon Driver's License*
- *Ability to lead*
- *May be exposed to possible operations hazards including fumes, odors, toxic and caustic chemicals, heavy industrial machinery, high water and hydraulic pressure, hot and cold temperatures, slippery surfaces, water borne disease and infectious waste, and high voltage equipment requiring the use of safety devices and precautions.*

TASKS:

A person holding this position will be expected to carry out the tasks listed. Other tasks may be added or required as needs change.

1. Organize, plan and implement the day-to-day operations and work of the Public Works Department.
2. Ensure that the required water and sewer reports are filed in a timely manner with full accuracy.
3. Track and monitor hours worked by employees, track over-time and ensure that all city and state and federal labor requirements are followed.
4. Coordinate and collaborate with other neighboring jurisdictions as required and necessary for the safe, effective and efficient operation of the City services.
5. Participate in the development review process ensuring that adequate attention is paid to the City's infrastructure.
6. Authorize the payment of invoices.
7. Develop and maintain positive working relationships with other jurisdictions and City staff.
8. Ensure that all equipment is in safe and efficient operating condition and that all safety requirements are adhered to.
9. Solve issues and problems relating to employees of the Department to ensure a positive work environment.
10. Provide recommendation of personnel actions to the City Manager.
11. Work effectively and efficiently with the Union Shop Steward.
12. Supervises public infrastructure projects and construction activities.
13. Maintains records of inspections, maintenance activity, materials and fixed asset inventories.
14. Plans and manages division budget.
15. Evaluates public works needs and formulates long range master plans and short and long range capital improvement plans to meet needs in all areas of responsibility, including transportation, street, water, sewer, drainage, street lighting, parks & recreation, and building facilities.
16. Assists with revenue and rate projections.
17. Manages public contracts.
18. Performs specialized project management.
19. Performs plan review.
20. Trains, supervises, evaluates and disciplines employees. Oversees worker safety programs and procedures for compliance with OR-OSHA standards.
21. Ensures proper management and cost effective use of human resources, public property, and municipal infrastructure.
22. Responds to system maintenance and/or emergency service calls outside of scheduled work hours.
23. Prepares reports and provides technical comment at public and committee meetings.
24. Performs emergency management functions as assigned.

25. Maintains current knowledge of new construction methods, materials, techniques, codes and regulations governing public improvements.
26. Plans, schedules, implements and oversees all maintenance and operation activities for, water intake supply, treatment and storage processes and, inflow reduction, sewerage lift stations, treatment and effluent disposal processes to insure all required treatment standards are met.
27. Orders and processes payments for all supplies, equipment and repair materials necessary for continuous operation of all water quality related processing systems in keeping with the best management of these facilities at the lowest cost using City policies and procedures. Make cost effective use of City resources. Keeps proper inventories and records for all supplies and fixed assets.
28. Works directly with industrial customers to insure accurate measurement of sewer effluent parameters and, assist with information on pretreatment system implementation.
29. Supervises the review of private project development plans for compliance with codes, regulations, master plans and standards, adequacy of applications for permits and compliance with approved plans. Supervises the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
30. Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
31. Manages special City projects and programs, including capital improvements and engineering studies. Prepares reports and makes presentations to the City Council, Planning Commission, Budget Committee, and in other public forums, as requested.
32. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.

SKILLS AND EXPERIENCES REQUIRED:

An employee holding this position must have excellent interpersonal skills, be able to openly communicate, provide direction for work crews, be able to honestly evaluate employees and keep the Manager and the Council informed.

1. Extensive knowledge of equipment, facilities, methods and procedures used in maintenance, construction and repair techniques on publicly owned structures, public water systems, sewer, storm and street facilities
2. A high level of knowledge of safety procedures and requirements used in equipment operation, trenching, confined space entry, street work and use of personal protective equipment
3. Extensive knowledge of water distribution contamination prevention procedures in repairs to public water systems
4. Extensive knowledge of sewerage contamination prevention procedures in repairs to public sewer systems

5. State public records laws
6. Conflict management techniques
7. Modern office methods, procedures and computer equipment
8. Good computer skills, specifically, word processing, spreadsheets, databases and Web use
9. High level of interpersonal communications skill, especially in directing and motivating employees and, communications with management and citizens
10. High level of organizational skills
11. Prior supervisory experience and project management experience
12. Ability to troubleshoot technical and social problems
13. Application of management theories and principles
14. Promotion of positive public relations
15. Well-developed human relations skills to communicate with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict and convey technical concepts to others both orally and in writing
16. Strong process control background.
17. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water and wastewater treatment systems.
18. Good working knowledge of PLC ladder logic and RS Logix Software.
19. Use of common hand and power tools, phones and radios.
20. Public contracting and purchasing law and regulations
21. Laws, regulations, and practices applicable to Public Works projects
22. Writing technical reports

Karen Pettigrew _____
City Manager

Date Approved _____