



JOB DESCRIPTION

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| POSITION TITLE: | Public Works Director/Preferred: Engineer License |
| DEPARTMENT: | Public Works |
| FLSA STATUS: | Exempt |
| SALARY RANGE: | M (without Professional Engineer License) N (with Professional Engineer License) |
| REPRESENTATION: | None |

GENERAL POSITION SUMMARY:

The Public Works Director manages, plans, directs, and oversees operations of the Public Works Department (engineering services, transportation infrastructure, water and wastewater treatment, distribution and collection systems, stormwater management, and related public infrastructure). The Director performs professional and managerial work that requires advanced knowledge of the principles of planning, operating, and maintaining public utility infrastructure systems, construction and contract administration, project management, and utility maintenance operations.

ESSENTIAL DUTIES:

- Plans, directs, and implements the short and long-range goals, objectives, policies, and priorities for the Public Works Department.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development.
- Directs the development of the Public Works budget. Administers approved budgets and forecasts additional funds needed for staffing, equipment, materials, and services.
- Directs, organizes, coordinates, and provides centralized financial management, training, public information, and project management services for the department.
- Develops, reviews, and manages utility master plans, and capital improvement plans and projects.
- Develops and manages financial plans, rate models and systems development charge studies for the City's public utilities and transportation systems. Reviews and comments on land use applications and related impacts to the City's transportation network, water, wastewater, and stormwater utilities.
- Plans, directs, organizes, and assigns work activities, projects and programs. Monitors workflow, reviews and evaluates work products, methods and procedures to ensure timely and cost-effective results.
- Provides technical expertise and responds to complex questions; resolve conflicts and interpret various codes and ordinances; develops and revises engineering procedures and other materials related to Department services and activities.
- Prepares clear and concise technical reports on projects, department policies, and programs.
- Updates existing and establishes new public works design and construction standards, codes, and regulations.
- Directs and conducts studies and makes recommendations concerning legislation, stormwater design, traffic design and engineering, construction and other conditions affecting the safety and convenience of the general public using the public rights-of-way within the City.

- Directs the preparation of plans, specifications and estimates for construction of roads, water distribution and sewer collection systems, traffic control devices, pavement markings and street lighting systems.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Provides professional engineering review of private development plans and specifications including short plats, subdivisions, commercial developments, and legal descriptions.
- Directs the conduct of engineering studies that evaluate feasibility of proposed or ongoing projects or methods to determine solutions to existing field problems by assembling and evaluating technical data and providing technical leadership and solutions.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on public works policies and practices; prepares, coordinates, and implements responses and recommendations.
- Seeks, secures, and manages grant funds; tracks and monitors grant and mitigation funds.
- Presents complex reports and emerging or sensitive issues to the City Manager and City Council.
- Serves on a variety of committees and interagency groups. Participates with other department heads to assist the City Manager with strategic leadership of the City.
- Represents the Department to other city departments, elected officials, boards and commissions, and outside agencies.
- Organizes public meetings for design and construction projects; writes and presents staff reports for co-workers, senior management, City Council Meetings, and the public.
- Performs other duties as assigned that support the overall objectives of the position.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

JOB SPECIFICATIONS:

Mandatory Requirements:

- A bachelor's degree from an accredited college or university in civil engineering, construction management, architecture, public administration, or a closely related field. A Master's degree is preferred.
- Five to Eight (8) years of progressively responsible experience in public works, engineering construction management and supervision of professional, technical, and trade staff.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education.

Preferred Requirements:

Professional engineer license. Ten years of progressive experience including leadership/supervisory experience in a municipal setting.

Necessary Knowledge, Skills and Abilities:

- The position requires advanced professional knowledge in modern theories, principles and practices of public works administration, engineering, capital construction management, field maintenance operations, and program development and administration.
- In-depth knowledge of all applicable laws, codes, ordinances, and regulations governing public works construction, maintenance and engineering activity.
- In-depth knowledge of principles and practices connected with budget preparation, administration and financial management of projects.
- Knowledge of environmental regulations associated with water distribution systems, water law and water rights, wastewater collection and treatment, stormwater control, hazardous materials storage and handling, and national incident management procedures.
- Ability to plan, develop and maintain complex detailed projects and programs.
- Knowledge of advanced civil engineering principles and practices.
- Knowledge of modern methods and techniques used in the design, construction, and inspection of public works projects.
- Working knowledge of materials, methods, practices, and equipment used in public works maintenance.
- Knowledge of and ability to interpret City, State, and Federal codes, ordinances, specifications, policies, procedures, and standards.
- Knowledge of comprehensive planning principles, practices, regulations, and techniques, including the development and updating of infrastructure master plans.
- Knowledge of MUTCD and AASHTO standards.
- Ability to communicate effectively, both in writing and orally, including oral presentations.
- Ability to establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Ability to understand the City's political environment and sensitivities, and to function effectively within that environment.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Ability to plan, organize, prioritize, supervise, establish work standards, review performance, and train others.
- Ability to exercise individual initiative and discretion in work, including confidential matters.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical people.
- Ability to recognize occupational hazards and utilize standard safety practices.

Special Requirements/Licenses:

Must be able to pass the city's security clearance standards, including criminal history and reference check. Possession of, or ability to obtain, a valid Oregon driver's license within thirty (30) days and have a satisfactory driving record. Professional Engineer License (PE) in the State of Oregon or the ability to obtain within 6 months preferred.

SUPERVISION RECEIVED:

Works under the general direction of the City Manager.

SUPERVISORY RESPONSIBILITIES:

Supervises department staff which includes oversight and final authority for assigning and reviewing and evaluating work performance. Oversees the City's contract for engineering services, and contract for water and wastewater treatment operations.

PHYSICAL DEMANDS:

The physical demands described here 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 job functions.

- Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time.
- Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level.
- Requires visual activity to create and read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites.
- Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sufficient visual activity to read letters, numbers, and detailed plans or maps.
- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting in a well-lit temperature-controlled office environment. Some external noise. Many projects are deadline driven.



JOB DESCRIPTION

TOOLS AND EQUIPMENT USED:

Basic office equipment, including, but not limited to, computer, phone, and copy machine.

Jordan Wheeler
City Manager

Adopted: 6/2021

Employee

Date