

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: **Public Works Director**
Department: Public Works Department
Section: Public Works & Engineering

Range Number: Contract
Location: City Hall
Date: April 2014

GENERAL PURPOSE:

The public works director manages the Engineering Services Department, as well as the Maintenance and Operations Divisions of the Public Works Department.

The director performs a variety of supervisory, administrative, skilled, and technical work in the long-range planning, engineering, construction, operations, maintenance, and replacement of water, wastewater, street, and storm drainage systems throughout the city.

SUPERVISION RECEIVED:

The position works under the general guidance and direction of the city manager.

SUPERVISION EXERCISED:

The director exercises direct supervision over the division managers in the Engineering Department, as well as the Public Works Department Operations and Maintenance Divisions and provides overall supervision for all Public Works and Engineering Department personnel.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the other levels by the responsibility for supervising the entire Public Works and Engineering Departments consisting of lower level supervisors and all Engineering and Public Works staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

The director generally has the following duties and responsibilities:

- a) Oversees the budgeting, maintenance, operation, planning, engineering, and construction activities designed to provide quality water, wastewater, street, and storm drainage services to the city.
- b) Establishes and enforces office policies, procedures, protocols, professional standards, schedules, and timelines. Identifies resource needs and ensures their availability. Determines work procedures, oversees the work schedules, and expedites workflow. Maintains harmony among workers and resolves grievances.
- c) As the appointing authority, the director selects, disciplines, and manages supervisory staff and subordinates as required. Provides guidance, training, and evaluates supervisory staff.
- d) Coordinates with other City departments for long-range planning, such as growth management-related planning.

- e) Responsible for sustainable operating and capital budgets, ensuring financial and accounting controls, and sets up annual programs and the five- (5-) year program projections to best utilize grants and financial resources.
- f) Working in conjunction with the finance director, coordinates the water, wastewater, and stormwater rate-setting with the Citizens Rate Review Committee every two (2) years.
- g) Fosters effective communication within the City and with interest groups on Council and/or legislative subcommittees concerning proposed issues, and works to build relationships with other agencies with common interests and concerns.
- h) Advises the city manager, city attorney, and other City officials in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer, and drainage problems and services.
- i) Coordinates and/or undertakes the development and execution of the City Transportation System Program (T.S.P.), Sewer Master Plan, Water Master Plan, Drainage Master Plan, Capital Improvement Program, and other plans involving the municipal infrastructure.
- j) Determines applicable codes, regulations, and requirements for assigned projects.
- k) Coordinates the engineering manager and the Public Works Department division managers in the planning, budgeting, design and construction of the municipal public works projects, and maintaining/updating the City subdivision and public works standards. Assures the development of as-built records of projects necessary for the operation and maintenance of City facilities.
- l) Evaluates issues and options regarding municipal public works projects and makes recommendations.
- m) Maintains regular contact with City, County, State and Federal agencies, professional and technical groups, utility companies, and the general public, regarding Public Works and Engineering Department activities and services.
- n) Represents the Public Works and Engineering Departments to public bodies, such as the City Council, Budget Committee, Rate Review Committee, outside agencies, etc.
- o) Performs other duties assigned by the City Manager.

PERIPHERAL DUTIES:

Monitors the internal and external governmental actions affecting engineering and public works.

Serves on various employee or other committees as assigned. Serves on various professional, regional, and state committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

1) **Education and Experience:**

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

a. Bachelor's Degree and/or Master's Degree in Civil Engineering and ten (10) years of increasingly responsible engineering public works job experience with at least five (5) years of responsible management; or

b. Bachelor's Degree and/or Master's Degree in Business or Public Works Administration and ten (10) years of increasingly responsible engineering public works job experience with at least five (5) years of responsible management with a broad background and knowledge of public works infrastructure such as transportation, wastewater, water, and storm drainage systems.

2) **Knowledge of:**

Principles, practices, theories and techniques of public administration, program management, leadership, supervision, financial management; engineering principles, applicable laws, rules, and regulations as applied to department operations; teambuilding and customer service concepts and techniques.

Computer and related software packages to successfully perform the essential duties of the position, including Word, Excel, Outlook, PowerPoint, CAD Software, and Adobe Acrobat.

3) **Skilled in:**

Determining priorities; making critical decisions; working with various interest groups; defining, evaluating, recommending and implementing alternative solutions to complex problems; developing initiatives, managing projects, and contributing to long-range strategies; developing, writing, and administering policies, procedures, contracts and proposals; managing multiple departments and supervising an integrated team of professionals to meet the City mission and department goals; researching and interpreting laws, policies and regulations; providing public testimony, giving presentations, and facilitating meetings; developing budgets and tracking revenues and expenditures; administering grants; establishing and maintaining effective interpersonal relationships; being an effective communicator, both orally and in writing, a good listener, and be able to work well with elected officials, management, staff, stakeholders, and the general public.

Thorough knowledge of equipment, facilities, materials, methods and procedures used in the design, operations, and maintenance of public water, wastewater, and stormwater treatment, storage, and distribution systems.

Thorough knowledge of equipment, facilities, materials, methods and procedures used in the design, operations, and maintenance of transportation systems including, pavement, curbing, sidewalks, ADA facilities, street lighting, signalization, signage, striping, signage, and street trees.

4) **Ability to:**

Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.

Use applicable computer applications effectively in support of functional area.

Establish and maintain effective working relationships with other employees, contractors, and the public.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Current Oregon State Driver's License or have requested and obtained an appropriate accommodation.

Preference will be given to candidates with registration as a Professional Engineer in the State of Oregon, or able to obtain registration within three (3) months of employment.

TOOLS AND EQUIPMENT USED:

Personal computer, including work processing, spreadsheet, project management and database and computer-aided-design software, standard drafting tools, motor vehicle, phone, mobile radio, and a networked printer/scanner/copier.

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 functions.

Must be physically capable of moving about or on construction work sites and under adverse field conditions. However, work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview; reference checks, and criminal history check. Fingerprinting may also be conducted based upon necessity for accessing certain City facilities. Job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL



Lee Elliott, City Manager Pro-Tem

Effective Date: April, 2014