



Public Works Director

DEPARTMENT:	Public Works	SUPERVISOR:	City Administrator
CLASSIFICATION:	Exempt	PAYROLL:	Grade 150 or 160 DOQ

POSITION SUMMARY: Plan, direct, and oversee the operations of the Public Works Department including streets, storm water systems, sanitary sewer systems, water systems, the wastewater treatment plant, water treatment plant, parks, and equipment maintenance, with accountability for results in terms of costs, personnel, and methods. Supervise department personnel in the performance of their duties. Communicate with public on public works matters and concerns.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Establish departmental goals and objectives. Plan and develop programs, policies, and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and related economic, legislative, and judicial influences to provide appropriate and effective delivery of department services.
- Develop justification and present department budget request. Manage and monitor approved department budget. Prepare and/or review requests for proposals, grant requests, etc. Review and approve expenditures. Review progress and make necessary modifications as appropriate. Develop long-range plans and capital improvement programs.
- Assign, supervise, and evaluate work of subordinates. Hear grievances and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.
- Manage public works projects and contracts by developing scope of work, budget, work site inspection, coordinating with consultants and/or other governmental bodies, and recommending necessary actions to the City Council.
- Reviews and approves the engineering design, engineering drawings, specifications, and estimates for public improvement projects prior to bidding.
- Collaborates with professional engineering consultants in the preparation of master plan documents, pre-design reports, preliminary and final engineering designs based on data submitted by survey crew and/or personal field observations.

- Oversees all phases of contract development, procurement and administration including, preparation of bid documents, such as final drawings, specifications, material takeoffs, and cost estimates. Reviews construction bids and makes bid award recommendations based on the selection criteria, including cost, competency of vendors, contractors and/or consultants.
- Procures easements and street deeds. Reviews documents, legal descriptions, and verifies recording of legal documents. Coordinates with surveyor and engineer, as needed.
- Receive and resolve citizen complaints and concerns regarding public works functions and personnel.
- Attend City Council, Parks Board and various other meetings, providing input and receiving direction or other information. Prepare reports, resolutions, and ordinances for Council information or action.
- Comply with and follow all safety rules and procedures for work areas.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Exhibit leadership to fellow employees and foster a positive environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Four year university education in civil engineering discipline or public administration and over four years' experience in public works environment which includes supervisory responsibilities, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

- Broad knowledge of public works functions, engineering and public administration principles.
- Broad knowledge and experience as a civil engineer preferred.
- Thorough knowledge of the principles of supervision and personnel practices.
- Experience with the materials, methods and techniques used in the construction, maintenance and operation of public works facilities, contract administration, and budgeting.
- Knowledge of Microsoft Office Suite.

CERTIFICATES/LICENSES/REGISTRATIONS

- Registered Civil Engineer in the State of Oregon is preferred.
- This position does not require any certificates, licenses, or registrations.

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.

- Usual office working environment.
- The noise level is typical of most office environments.
- Approximately 10% of the work period is at various field work site locations which may expose incumbent to dust, traffic, chemicals, weather conditions, etc.

PHYSICAL ABILITIES

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.

- While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis, and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, calculator, and other similar office machines.

SUPERVISION

- Works under the general direction of the City Administrator.
- Responsible for 14 FTE, seldom over 25 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Public Works Director

Date

City Administrator

Date